

SRMUS/PAT/2021-22/095

Date: 28-1-2022

**PLACEMENT DRIVE NOTIFICATION**

<b>Company</b>	<b>Panamax Inc.</b>
<b>About the Company</b>	<p>Panamax Inc. is the technology division of the Bankai Group, established in 2001. We are a rising technology company offering innovative &amp; market-proven telecom switching, carrier business automation, and mobile financial solutions. Panamax is headquartered in New York with its R&amp;D center located in Ahmedabad, India. Since 2001, we have been delivering first-class, turnkey telecom and technology solutions to customers across various verticals and geographies.</p> <p>We have products and services catering to Telecom, Consulting, and Mobile financial services space.</p>
<b>Job Title</b>	Human Resources Executive
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Consult with employers/client and identify needs and preferred qualification</li> <li>• Interview applicant about their experience education and skills</li> <li>• Contact reference and perform background checks</li> <li>• Inform applicant about job details such as benefits and conditions</li> <li>• Hire or refer qualified candidates</li> <li>• Conduct new employee orientation</li> <li>• Plan and coordinate the workforce to the best use of employee talent</li> <li>• Resolve issues between management and employees</li> <li>• Coordination with Vendors</li> <li>• Onboarding new vendors</li> </ul>
<b>Job Location</b>	Ahmedabad
<b>Eligible Degrees</b>	MBA, BBA, B.Com
<b>Eligibility Criteria</b>	<b>NA</b>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in HR, Business administration</li> <li>• Familiar with human resource management systems and applicant tracking system</li> <li>• Good knowledge of labour legislation, particularly employee contract, leave, and insurances</li> <li>• Solid communication skills</li> <li>• Punctual, reliable and must have strong communication skill</li> <li>• Able to work in a team and produce quality output under tight deadlines</li> <li>• Strong verbal and oral communication skills</li> <li>• Self-motivated and strong analytical skills</li> <li>• Attention to detail, prioritization skill, and time management</li> <li>• Quick learner with a positive attitude</li> <li>• Maintain a strong relationship with key groups</li> <li>• Motivational and communication skill</li> <li>• An empowered team member, a process-oriented thinker</li> </ul>
<b>Compensation (CTC)</b>	Rs. 3 Lakh to 5 Lakh
<b>Selection Process</b>	Will be informed later
<b>Date of Interview</b>	Will be informed later
<b>Venue</b>	Online

**Service Agreement:**

**Expecting a minimum of 18 months of service assurance from the candidate and they have to sign a service agreement of INR 100,000 Lakh.**