



AMITY TECHNICAL PLACEMENT CENTRE

Company Name	Redcliffe Labs
Registration Period Start Date	2023-05-23
Registration Period End Date	2023-05-25
About Company	Redcliffe Labs, a leading diagnostics organization, which has advanced testing labs spread across more than 220 locations, a comprehensive portfolio strategy, and both routine and specialized test menus. The company's digital-first strategy, which includes on-demand 1-hour home collection and same-day reporting, is upending the way diagnostics are now provided
Website	www.redcliffelabs.com
Date Of Campus	2023-05-26
Venue	Physical
Joining	2023-06-05
Job Title	HR Intern, Research Geonomics Intern
Employment Type	Internship
Eligible Degree	
Eligible Branches	BBA, MBA(HR), BSC.(Hons), Biotechnology
Eligible Criteria	No Eligibility
Roles & Responsibility	<ul style="list-style-type: none">• Create clear policies and employee handbooks that explain company operations.• Craft and send emails with information about the company and position, including work schedules, dress code and parking options.• Prepare onboarding kits (e.g. stationary, T-shirts and mugs)• Welcome new employees' upon their arrival and give them an office tour• Introduce team members.• Gather and process paperwork, like contracts and non-disclosure agreements.• Coordinate company presentations and product de

Service Agreement, If Any	No
Other Skill	<ul style="list-style-type: none"> • Proven work experience as an HR Onboarding Specialist or in relevant HR role • Hands-on experience with Human Resources Information Systems (HRIS) • Basic knowledge of labor legislation • Solid communication skills (verbal and written) • Team spirit • An ability to handle sensitive and confidential information.
Package	10-15K
Location	Noida
Recruitment Process	Personal Interview at campus
How to Apply	Login to Amizone, go to Internship , click on register
Representative from ATPC(For any Guidance/ Query)	Ms. Simran Khanna (Skhanna2@amity.edu)
	[Click Here To Apply]

Best Wishes

Anjani Kumar Bhatnagar

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