



*White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localisation services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies that do business in multiple languages or Indian Multinationals with a Global presence. In a short span of Six years. White Globe is already servicing more than 750 clients across the globe including more than 50 Fortune 500 Companies. Right from its inception, White Globe has won several Industry leading accolades, **The Company of the Year 2018 by Silicon India**", **"The Most Admired Language Service Provider in India, 2018 by Insight Success and the CEO of the Year 2019 by Business Connect and Best Company to Work for 2021.***

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining a very high level of Quality by a team of highly competent project managers and delivery professionals. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills.

Currently, the company has identified 40 Industry Verticals which are likely to go up. In addition, the company is doing business in more than 25 locations in India and intends to expand globally.

Please visit: www.whiteglobe.co.in

POSITION DESCRIPTION SUMMARY

Function: Human Resource
Location: Mumbai
Position Title: HR Assistant
Reporting To: HR Head

A. Position Summary:

Key Objective / Purpose of the Job:

The incumbent would be responsible for:

- Coordination with the TA team to prepare the offer letter.
- Follow up with candidates for documentation and offer acceptance.
- On boarding and Off boarding of Employees
- Employee Life Cycle Management
- Time and Attendance Management
- Other Statutory Compliance

B. Person Specification:

a) Essential Qualifications:	<ul style="list-style-type: none">• Graduate (MBA will be preferred)
b) Requisite Skills:	
<i>Technical</i>	<ul style="list-style-type: none">• Excellent knowledge of MS Excel and Accounting Software• Good Presentation & Analytical skills• Excellent Collaboration and Communication skills• Strong Knowledge of Book Keeping• Good Organizational Skills• Detail Oriented
<i>Behavioural</i>	<ul style="list-style-type: none">• Ability to handle high-pressure situations• Attention to detail• Ability to adhere to strict timelines• Ability to maintain company image and effectively manage customer expectations
<i>Work Experience</i>	<ul style="list-style-type: none">• Should have worked in the field of Accounts & Finance• Minimum 1 year experience