

Ref.No.:- IITM(JP)-IPU/Notice/2024/1719

Date: 24/06/2024

## Notice No. :1719

### "AON" placement drive for BBA, BCA & B.Com (2021-24) batch on 25<sup>th</sup> June, 2024

AON intends to conduct an placement drive for BBA, BCA & B.Com final year students.

**Job Profile:** Benefits Processor I

**Job Role:**

- Learning about clients, systems and tools and being proficient in processing and checking.
- Contributing to the team as a whole, supporting the rest of the team based on their needs.
- Sharing best practice with colleagues through process and tool training.
- Identifying issues with processes handled in teams and driving a process to find and implement solutions.
- Implementing changes to tools and documentation needed to support effective service delivery.
- Participating in new client implementations & understand the reporting.
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- Building strong relationships with client teams, peers & displaying teamwork.
- Maintaining required technical knowledge and behavioral standards and expertise, especially all regulatory and statutory requirements.

### **SKILLS/COMPETENCIES REQUIRED (List 4-8 skills required to get the job done):**

- Good communication skills, both verbal and written.
- Strong attention to detail and commitment to provide on-going quality
- Collaboration and Teamwork
- MS office and Excel Knowledge

**CTC:** 3.30 Lacs per annum (Fixed)

Selection/Interview Process:  
Combination of onsite and virtual interviews

  
24/6/24  
**Mr. Sudhir Sharma**  
Training & Placement Officer

  
**Prof. (Dr.) Monika Kulshreshtha**  
Director

CC: 1. Students Notice Board  
2. Institute's Website  
3. Notice File