



**Visvesvaraya Technological University**  
"Jnana Sangama", Belagavi-590018 Karnataka



Ref: CPC Drive – 2019/ 66

Date: 05 Aug 2019

The graphic is a light blue rectangular box with a dark blue border. On the left, a dark blue square contains white text: "Opening for Any Graduation (BE any Branch) & MBA With not cut off percentage 2019 PASSING OUT". In the center, the VTU CPC logo is at the top, followed by the text "Supports the\* Recruitment drive For" and the Amazon logo. On the right, a dark blue circle contains the text "DRIVE 66".

### Company Profile:

Amazon.com - a place where builders can build. We hire the world's brightest minds and offer them an environment in which they can invent and innovate to improve the experience for our customers. A Fortune 100 company based in Seattle, Washington, Amazon is the global leader in e-commerce. Amazon offers everything from books and electronics to apparel and diamond jewelry. We operate sites in Australia, Brazil, Canada, China, France, Germany, India, Italy, Japan, Mexico, Netherlands, Spain, United Kingdom and United States, and maintain dozens of fulfillment centers around the world which encompass more than 26 million square feet.

Amazon teams in India work on complex business challenges to innovate and create efficient solutions that enable various Amazon businesses, including Amazon websites across the world as well as support Payments, Transportation, and Digital products and services like the Kindle family of tablets, e-readers and the store. We are proud to have some of the finest talent and strong leaders with proven experience working to make Amazon the Earth's most customer-centric company.

**WEBSITE:** <https://www.amazon.in/>

## POSITION

### Position: Associate, CTK, Emp Svcs-HR Time

**LOCATION** Bangalore  
**LANGUAGE REQUIREMENTS** (ENGLISH/HINDI)  
**SHIFT REQUIREMENTS** (24/7)

**Role Type: Fixed Term Contract** –5-months contract

**Based on the performance of candidate company may convert position of employees to fulltime after 5-months contract**

#### Overview:

The vision of the Centralized Timekeeping team is to utilize top talent to streamline time and attendance data entry, reduce payroll defects and provide consistently high service levels. Today, CTK supports and manages time and attendance matters for thousands of Amazon Associates. Requests for edits are submitted via trouble ticketing from operators and HR across the network. The Centralized team manages the ticket queue by executing on the requests on a FIFO basis but will prioritize any payroll impacting ticket if there is a risk of a payroll defect.

#### • Summary of Responsibilities

- Excellent written and spoken English skills and an ability to compose a grammatically correct, concise and accurate written response
- Excellent interpersonal skills, with the ability to communicate complex transactional issues correctly and clearly to both internal and external customers Problem Solving Skills
- Demonstrated ability to work independently and make complex investigation decisions with little to no guidance
- Excellent problem solving skills
- Demonstrated ability to analyze problems logically
- Self disciplined, diligent, proactive and detail oriented
- Strong time management and organizational skills
  
- Effectively prioritizes work time to ensure productivity and fulfills department standards for time spent
  
- Excellent ability to determine situational needs and provide appropriate solutions

#### Education, Experience and Skills

#### Eligibility:

- 2019 pass outs with no active backlog
- Graduation or above
- All papers should be cleared. No backlogs
- Flexible to work in shifts and staggered week offs
- Immediate joiners only
- No notice period
- Candidates who have been selected for any other role in Amazon are not eligible to apply
- Candidates who have applied for HR Services position in the last 6 months are not eligible to apply

**Candidates are required to carry the following things:**

- 2 copies of their latest updates resume
- 2 passport size photographs
- Earphones/ Headphones
- Copy of all the mark sheets

**ACADEMIC ELIGIBILITY CRITERIA**

**Any Graduation & MBA 2019 passing out**

**COMPENSATION DETAILS:**

- **Base Salary: INR 2,50,000 per annum**
- \* Free Transport Facility
- \* Night Shift Allowance
- \* Sodexo Meal Coupons
- \* Over Time benefits
- \* Health Insurance benefits for Self and Dependents

**SELECTION PROCESS: Test + Interview**

**Last date for Registration is 09 /08/2019**

**Registration Link to apply**

**<https://forms.gle/5Banty7QoYDUGcue8>**

Interview Date & Venue details will be informed to your registered email ID

**VTU CPC wishes all the candidates a prosperous career ahead.....**

\*VTU CPC is only a platform to link the recruiter and the candidates. The candidates are advised to take maximum care in selecting the recruiter and terms & conditions of appointment. VTUCPC is not responsible for any lapses in the agreement between the candidate and there recruiter.