



PONDICHERRY UNIVERSITY, PUDUCHERRY – 14
PLACEMENT CELL

April 15, 2013

NOTICE

CAMPUS PLACEMENTS 2012 – 2013



Attention: 2 to 4 years experienced UG graduates. **Female Candidates Only.**

Specialization: UG - Any Graduate - Any Specialization,
B.A - Any Specialization, B.B.A - Management,
B.Com - Commerce, B.Sc - Any Specialization,
Diploma - Any Specialization PG - Post Graduation Not Required

Company Name: Tractus Asia (India) Pvt. Ltd, Puducherry.
([http:// www.tractus-asia.com](http://www.tractus-asia.com))

Date, Time & Venue: **To be announced after confirmation**

Role / Functional Area: **Office Admin Manager / Administration**

Desired Candidate Profile:

- Bachelor's degree in Business Administration, Finance or Economics preferably with honors
- Previous work experience in managing and administration of an office. Understanding of HR and Accounting issues an advantage
- Strong capacity to work under minimum supervision with proven ability to complete tasks accurately and on schedule
- Proactive, responsible and willing to work in highly demanding and a result-oriented team environment
- Proficiency in MS software products competently at an advanced level: Word, Excel, PowerPoint, Access, Outlook and Project
- Excellent written and oral professional business communication and presentation skills in English and Tamil. Any additional European language and fluency in spoken Hindi a distinct advantage.
- Ability to understand and work in a multi-cultural setting

Salary:

- INR 1,20,000 - 1,80,000 P.A

How to Apply:

- Eligible candidates who want to apply for this interview shall **email the resume to placement@pondiuni.edu.in** on or before the end of **Friday, April 19, 2013** for onward communication to the recruiter.
- Candidates are requested to send the emails with the subject of the email as:

Subject: Application for Tractus-Asia.

Company Profile:

Tractus Asia is a management consulting company focused on assisting foreign investors achieve success in Asia.

Tractus is Latin for progress. As a strategy and operations management consulting firm, we help provide our clients with the means to achieve their business goals in the region.

Tractus delivers value to clients. We continually build our knowledge and expertise through direct experience. We work to develop the most cost-effective strategies for our clients to establish operations, to make acquisitions, to expand, or to diversify their manufacturing and service industry investments throughout Asia.

Tractus' multi-cultural team is comprised of individuals with expertise in engineering, the sciences, financial and operational analysis, applied economics, and business with wide ranging experience operating profitable manufacturing and service businesses in Asia over the last two decades. Our team's breadth of experience and expertise brings a unique commercial perspective to our advice and assistance that few other firms can match.

A team committed to success and growth!

PLACEMENT CO-ORDINATOR