



PONDICHERRY UNIVERSITY, PUDUCHERRY – 14
PLACEMENT CELL

February 19, 2015

NOTICE

CAMPUS PLACEMENTS 2014 – 2015

amazon.com

Attn: Final Year Students of the Department of French (M.A – French).

Amazon.com, Chennai is visiting the University on Saturday, February 21, 2015 for the campus recruitment of students from the 2015 batch students of the Department of French.

Date & Time: Saturday, 21 February, 2015 (09.00AM)

Venue: Department of French, Pondicherry University.

Salary: 3.5 Lac PA

Selection Process:

- **Written Test 1 – French**
- **Written Test 2 – Aptitude**
- **Face to Face Interview – 2 Rounds**

Important Note:

1. **Appear for the Test in formal dress.**
2. **Carry your Resume, photo, ID card and all other relevant certificates.**
3. **Bring Writing Pad to the Test.**
4. **Late Entry would not be entertained by the recruiter.**

Note: Job Description as received from the Recruiter is attached herewith in Page 2.

Head of the Department of French

Placement Co-ordinator

JOB DESCRIPTION- CATALOG ASSOCIATE

(As received from the Recruiter)

Definition - Duties and Responsibility:

Under general supervision, performs variety of tasks in populating / procuring content for the product catalogs on the Amazon's Web Site. Duties may include, content creation, population of content from various sources (including research on the internet), interacting / coordinating with vendor / manufacturers, identifying and correcting errors / complaints, maintaining records of work received and work performed etc.

I. Skills

- a. Strong written and verbal communication skills in the respective language
- b. Good working knowledge of MS Office
- c. Typing skill of 40 wpm with 100% accuracy

II. Ability to

- a. Multi task in a fast paced environment
- b. Operate in the system with the speed and accuracy necessary to meet departmental standards
- c. Handle stressful situations
- d. Maintain composure in critical situations and communicate clearly with both internal and external customers

III. Demonstrate

- a. Passion for delivering great customer experience
- b. Strong inter personal & communication skills
- c. Excellent listening skills
- d. Excellent Data Accuracy skills
- e. Eye for Detail
- f. Commitment to meet Deadlines

IV. Critical Qualities / Characteristics

- a. Constructive spirit of discontent & mental toughness
- b. Practical ideas
- c. Pace of implementation & consistency in performance
- d. Willingness to take initiatives & responsibilities including 24/7/365 availability, including willingness to work on weekends, and outside of the "standard" work day
- e. Commitment and completion factor
- f. Peer respect - establish and maintain cooperative working relationships
- g. Creative and analytical problem solvers with a passion for operational excellence
- h. Eye for Detail
- i. Commitment to meet Deadlines