



PONDICHERRY UNIVERSITY, PUDUCHERRY - 14
PLACEMENT CELL

August 13, 2015

NOTICE
CAMPUS PLACEMENTS 2015 - 2016



Attn: A2+ Certified in French with Undergraduate Bachelor of Science degree in one of the following fields: Information Science, Library Science, Computer Science, Business Administration, Finance, Accounting (Fresher & Experienced)

Amazon, Bangalore is visiting the University on Sunday, August 16, 2015 for the recruitment of Fresher and Experienced Candidates with A2+ Certification in French with Undergraduate Bachelor of Science degree in one of the following fields: Information Science, Library Science, Computer Science, Business Administration, Finance, Accounting.

Date & Time: Sunday, August 16, 2015 (09.00AM)

Venue: Cultural Cum Convention Centre / Pondicherry University.

Salary: 4.5 Lac PA (Fresher Level)

About Amazon: www.amazon.in / www.amazon.jobs

Job Title Catalog Associate - French

Definition - Duties and Responsibility:

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

I. Skills

- a. Strong French written and verbal communication skills
- 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

Please note

Applicants must:

- Possess French Certification at A2 and above Levels
- Able to speak, read and write the French language

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.
5. Job Description and other details are as received from the Recruiter.

Placement Co-ordinator