

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
PLACEMENT OPPORTUNITY@ I-CONIC SOLUTIONS LLC

NOTICE NO.: AJU/T&P/UG/0055/22-23

DATE: 28/03/2023

NAME OF COMPANY: I-Conic Solutions LLC

PAYROLL COMPANY NAME: I-Conic Solutions LLC

Registration will close at 2:00 pm, Wednesday 29th March 2023

COMPANY PROFILE:

I-Conic Solutions, a pioneer in Revenue Cycle Management Services for healthcare organizations, physician practices, and health systems of all types. Process - US Medical Billing / Healthcare / KPO

NAME OF THE POSITION VACANT:

[1.HR](#) Trainee (Night and Day)

[2.AR](#) Caller Trainee (Night)

3. Business Development Executive (Night)

LOCATION - MTC Tower, 506/507, 4th Floor, Gamharia, Jamshedpur (Jharkhand)

ELIGIBILITY: BBA, BCA & [B.COM](#)

ELIGIBLE PASSING YEAR: 2023

REMUNERATION OFFERED:

[1.HR](#) Trainee (Night and Day)- Rs. 10k to Rs.15k per month

[2.AR](#) Caller Trainee (Night) – Rs. 10k to Rs. 17k per month

3. Business Development Executive (Night) Rs. 10k to Rs. 25k per month

REQUIRED SKILLS FOR HR TRAINEE:

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations

- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees

REQUIRED SKILLS FOR AR CALLER TRAINEE:

- Willing to work in US Shift (Night Shift)
- Excellent oral communication and listening Skills is mandatory.
- Good to have analytical presentation and communication skills.
- Any International voice process background will be given high priority for AR Calling.
- Candidates with 01 year of experience in BPO (Domestic & International) can also attend.
- Flexibility towards the work & ability to adapt organization culture.

REQUIRED SKILLS FOR BUSINESS DEVELOPMENT EXECUTIVE:

- Cold calling and emailing to new international clients and explaining to them about the Services.
- Good verbal and written communication skills with convincing abilities.
- Responding to queries / Emails and chats.
- Understanding client's needs and gathering requirements
- Identifying opportunities for closures.
- Having experience in contracting and negotiating.
- Having a good network would be preferred.
- Fixed salary with additional incentives.

PERKS AND BENEFITS

*Monthly Incentives

*Food Allowance

*Attendance Bonus

*Over Time

*Performance Bonus

ANY BOND/SECURITY AMOUNT: NO

SELECTION PROCESS:

1. Typing Test

2. Aptitude Test

3. HR and Manager Round

DATE OF INTERVIEW: 29th March 2023

TIME: 5:30 pm

ADDRESS: MTC Tower, 506/507, 4th Floor, Gamharia, Jamshedpur (Jharkhand)

PROCESS OF REGISTRATION:

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successful

<https://forms.gle/ywBLXQRAeEAogzzk8>

02. Students registered with the T&P Department for placements are only eligible.

03. Please note that it is mandatory to submit the above form to nominate successfully.

04. The form can be submitted only once, thus please be cautious while filling up the form.

05. The Resume File name must be the student's own name.

06. Registration will close at 2:00 pm, Wednesday 29th March 2023

07. One student can Register only once, thus be cautious while registering.

08. Please Note: The Registration process will automatically turn off after the provided deadline.

09. You are advised to read & understand the disclaimer below before applying for this opportunity.

10. For queries you may WhatsApp @ 7279900530 (Ms. Zeba -

Sr. Executive Training and Placement Department)

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.