



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

Ernst & Young

(Differently Abled Drive)

Campus Recruitment – 2017 & 2016 Batch

(This Drive is only for Student's having Orthopaedic Disability)

Batch	2017 & 2016
Website	http://www.ey.com
Joining Date	Immediately
Date of Campus	1 st Dec 17
Time	9:00 am
Venue	<i>Will be informed through email</i>
Job Title	Analyst- Risk Advisory
Eligible Degrees	Any Graduate can apply (Only with Orthopaedic Disabilities) <i>With reference to our current positions we may not be able to hire candidates with disability of vision, hearing loss, and cognitive disability</i>
Eligible Branches	All Branches
Eligibility Criteria	Not cut off %
Location	Delhi NCR
Compensation (CTC)	3.5 LPA Fixed
Roles & Responsibilities	<i>Major duties and responsibilities:</i> <ul style="list-style-type: none">• Understand governance services processes associated with contracts / financial / performance management.• Independently handle tasks and requests related to the following processes listed below as examples.• Contract Change Management Process• Contract Compliance and Administration• Deliverables and Obligations Management• Contract Issue Resolution• Contract Summarization• Contract Interpretation• Governance Library• Invoice Management Process• Contract Pricing Adjustment• Service Level Credits and Earn backs• Financial Analysis and Planning• Performance Analysis and Service Level Management• Administration of Governance• Prepare periodic reports, logs, trackers and documents.

	<ul style="list-style-type: none"> • Review of contracts for completeness and comparing them with the leading practices relevant for the sector/ client • Perform thorough quality assurance activities on documents and deliverables to ensure deliverable output quality and consistency. • Provide administrative support to global engagements in terms of tracking action items from meetings to their closure. • Defining standard contract management procedures • Understand business & industry issues / trends. Identify areas requiring improvement in the client's business processes to enable preparation of recommendations • Engage with client through written and verbal communication.
Other Desired Skills / Competencies	<p>Skills and abilities:</p> <p>Ability & inclination to work on simple to complex documents with focus to achieve high degree of quality and accuracy.</p> <ul style="list-style-type: none"> • Knowledge of contracts and outsourcing industry including ITO, ADM / AMS, EUC, Software development & BPO • Process oriented – Ability to learn & understand new processes and contribute in various disciplines of Governance Services & Contract Management Services. • Well conversant with MS Office applications (Outlook, Word, Powerpoint, Excel) and usage of Internet. • Communication Skills – Ability to interact comfortably on telephone, conference calls and through emails with Client Personnel, Client Service Providers and any Onsite team. • Effective Time management – Ability to meet deadlines. • Good inter-personal skills with ability to work within culturally diverse environment and teams. • Self-motivated and able to work independently with episodic guidance & supervision. • Ability to deliver as per instructions / guidance in a time committed manner. • Flexible on timings and willingness to work in an unstructured environment.
Process	Technical & HR Interview
Documents Required	Will be updated through email
How to Apply?	<p><u>This drive is only for students having Orthopaedic Disability</u></p> <p>Eligible students who fulfil the above mentioned criteria need to click the below mentioned link and apply latest by Wednesday 29th Nov 2017 by 1:00 pm</p> <p><u>Click here to apply</u></p> <p>Late entries will be automatically deleted</p> <p>Once applied students have to appear for the entire placement process or else their names will be permanently debarred from all future placement drives.</p>

My Best Wishes are with you!

Prof. Dr. Ajay Rana
Advisor