

## **Job Description**

### **Assistant Manager**

#### **Job Summary**

McKinley & Rice is looking for a candidate that can act as an Assistant to General Manager. Experience

Requirements: 1+ year in Human Resource / Administration

Educational Requirement: Bachelor Technical / Management degree.

- Age: below 30
- Location: Sector 63, Noida

#### **Responsibilities and Duties**

#### **Company Info**

McKinley & Rice, Inc. is a Tech Consulting firm that has offices in Seoul, South Korea, Delaware, U.S.A. and in Noida, Uttar Pradesh, India as McKinley & Rice Creativity Pvt. Ltd.

The Noida Office will be directly managed by the CEO, as it will have great importance as the backend centre for McKinley & Rice's operations.

Website: [mckinleyrice.com](http://mckinleyrice.com)

#### **Read Me**

- All internal communication between McKinley & Rice's branches is conducted in English. Thus all employees must be able to speak quite fluent English.
- This will be McKinley & Rice's first expansion into India. There are advantages and disadvantages to this. Advantages: (1) The CEO will be extremely hands-on at the branch and will be investing heavily in employees that can mature alongside the company. (2) Employees will be able to largely create their own work environment. (3) There will be ample room for promotion as the office grows and expands. Disadvantages: Operations may not be systemized, and thus work may be hectic during the first couple of months.
- McKinley & Rice practice Radical Honesty. Employees will not be lied to, and managers will be expected to keep promises to all employees.
- McKinley & Rice emphasizes learning. All managers and employees will be encouraged and incentivized to learn and grow their skills.
- McKinley & Rice deals with clients from all over the world, therefore employees must be able to be open-minded about other cultures.
- Employees must be able to work under strict deadlines.

#### **Required Experience, Skills and Qualifications**

- Assist with day to day operations of the HR functions and duties
- 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.
- Assist in the development and implementation of HR strategies and initiatives aligned with the overall hiring.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program - Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.
- Proven working experience as an HR executive.
- People oriented and results driven.
- Ability to architect strategy along with leadership skills.
- Excellent active listening, negotiation and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- And others related to job title.

#### **Required Experience, Skills and Qualifications**

- Proven experience as an HR assistant, staff assistant or relevant human resources/administrative position
- Computer literacy (MS Office and Management tools (MIS) in particular)
- In-depth knowledge of labor law and HR best practices.
- Excellent organizational skills
- Strong communications skills

#### **Benefits**

- Will be discussed with the candidate before an official offer is made.

**Job Type:** Full-time

## Content Writer & Copywriter

### Summary

McKinley & Rice is looking for a Creative Content Writer & Copywriter that is fluent in English.

We want the best players in the professional market.

- Salary: Consolidated ₹300,000.00 to ₹700,000.00 /year
- Location: Office 602 Ithum Tower A, Sector 62, Noida
- Requirements: (1) At least 2 years of experience, (2) Bachelor's.

### Core

We are looking for creative writers who are *absolutely, perfectly fluent* in English. We want people who believe and take pride in their work. We want people who enjoy working in the most exciting field of the 21st century. We want people who are driven to compete at global standards with their contemporaries around the world.

### What you will be doing:

- Will be in charge of writing groundbreaking marketing campaigns targeting the U.S.
- Will be in charge of writing content for our corporate Blog & Vlogs.
- Will be responsible for training fellow teammates so that all internal reports are written to perfection.

### What we are looking for:

- Extreme fluency in English (To a U.S. native level)
- Knowledge of trending memes and cultural themes on Reddit and Twitter (Required)
- Excellent sense of titles, slogans, and catchphrases (Required)
- Anal perfectionism (Required)
- Capacity to work according to global standards (Required)
- Minimum bachelor's degree (Required)
- Overseas experience in the U.S., Canada, Australia or New Zealand will be rated highly (Optional)
- Avid fans of U.S. popular media such as 'Mad Men' will be rated highly (Optional)

### Who we are

Motto: Tech has no borders. Neither should you.

McKinley & Rice is a tech firm that specializes in overseas software outsourcing & foreign market entry consultation, headquartered in Seoul, South Korea, with divisions in the U.S. and India.

We help corporations connect with arbitrage (price disparity) opportunities and tether their future success to the growth rate of developing countries by means of extensive human networks and innovative analytic technology.

### This is McKinley & Rice:

- We are mostly B2B.
- We are elite, in that we focus on high end businesses.
- We are simple, in that we focus on delivering results.
- We are creative, in that we are not afraid of change.
- We are trendy, in that we are proactive at adapting.

### Our fields of operation:

1. Software Development

- (1) Tech Outsourcing
- (2) Social Media Marketing

## 2. Foreign Market Penetration

- (1) Capital Investments (Private Equity, Venture Capital, Real Estate etc.)
- (2) Foreign Direct Investments
- - (a) Greenfield (Manufacturing facilities from scratch etc.)
- - (b) Brownfield (Joint Ventures/ Acquisitions/ Licensing)
- (3) Exporting

(Note that we will not be re-explaining material that is already covered in the Recruitment Brochure during the interview process.)

Job Type: Full-time



**mckinley & rice**

### India

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