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[contact@walnuts.co.in](mailto:contact@walnuts.co.in)  
[www.walnuts.co.in](http://www.walnuts.co.in)

## **Work With Us!**

**Job Description: Full-time Human Resource Associate**

**Location: Bangalore, Karnataka**

### **About Us:**

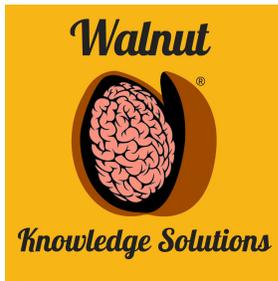
Walnut Knowledge Solutions Pvt. Ltd. is an educational company that aims to bring about curiosity and awareness among children and adults through the use of questions and storytelling. We are trying to solve primary issues of education such as motivation, general awareness and providing context through our various interventions.

We are currently running our flagship QuizShala program for children across schools in Bangalore, Chennai and Pune. Apart from this, we conduct quizzes for colleges and a range of corporates.

Currently, we are actively looking to expand our offline experience to more schools and corporates. As part of this expansion, we are looking to hire a person for the role described below!

### **Responsibilities:**

1. Post job ads and organize resumes and job applications
2. Schedule job interviews and assist in the interview process
3. Orient new employees to the organization (set up a designated log-in, workstation, email address, etc.)
4. Administer new employment assessments
5. Serve as a point person for all new employee questions
6. Maintain current HR files and databases
7. Perform file audits to ensure that all required employee documentation is collected and maintained
8. Maintain employee morale in the organisation



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9. Complete termination paperwork and assisting with exit interviews

In addition to the core functions listed above, the new hire would also be expected to work with us on making sure that payroll functioning and coordination with the accounts team is maintained.

**Qualifications:**

- 1) Any undergraduate degree is sufficient
- 2) Good written and oral communication skills in English
- 3) Ability to work with MS Office and MS Excel
- 4) Ability to learn quickly on the job and have a problem-solving approach
- 5) Ability to organize and manage multiple tasks efficiently
- 6) Strong work ethic and attention to detail.

Above all, the applicant should be passionate and should ideally share our vision for the organization.

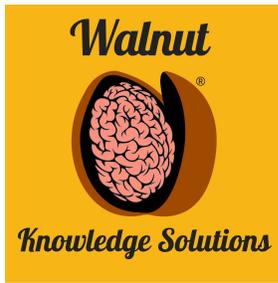
**Compensation:**

The compensation for the full-time role will be as per the candidate's qualification and experience.

**How to Apply:**

If you think that you are suited to work with us at Walnut, then write into us [here](#) with:

1. Your qualifications/ updated CV
2. A short statement of intent
3. Your contact information



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You can also direct any other queries that you have to the e-mail address listed above.

### **(More) About Us:**

Apart from QuizShala, Walnut Knowledge Solutions has conceptualised and conducted knowledge properties for clients such as the Prajavani Quiz Championship (engaging 12,000 students across Karnataka), Ascendas BizQuiz (engaging employees of over 300 companies across the Ascendas technology parks) and ConQuest (engaging over 1,000 college students across India).

We have also been knowledge partners and conducted quizzes across the IITs, IIMs, BITS, and Symbiosis Law School, among others. While covering general topics like business, culture, and technology, we have also conducted niche quizzes on topics like big data, food, and diversity. We have hosted more than 100 shows so far.

### **Fun Fact:**

Walnut is the first and only organization to conduct a quiz in the Antarctic peninsula and has a Limca Record for the same!

### **Get Social:**

**Twitter**.com/askwalnut

**Facebook** .com/walnutknowledgesolutions

**Instagram**: insta\_walnut