|  |  |  |  |
| --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | |
| **I. JOB DETAILS** | | | |
| **Job Title** | **Center Manager** | | |
| **Function** | Operations | **Location** | Farukkhabad, Etah, Aligarh, Kasganj, Lucknow |
| **Direct Reporting to:** | GM Operations | **Matrix Reporting to:** |  |
| **Staff Supervised** | **Direct Reports:** NA | **Matrix Reports:** |  |
| **Job Titles of Direct Reports** | Trainers & Supporting Staff | | |
| Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & E-learning. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001, ISO 26000 and OHSAS 18001  Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.  It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. It’s poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing & Skilling side. | | | |
| **II. JOB PURPOSE** | | | |
| The role holder will be responsible for **overseeing the daily operations of a facility or business location**. They will also be accountable for enforcing health and safety guidelines and ensure the staff and facility are in compliance with all applicable local codes and industry regulations. | | | |
| **III. KEY RESPONSIBILITIES** | | | |
| * Responsible to oversee the planning, implementation, and tracking of project on specified deliverables. * Create a detailed work plan which identifies and sequences the activities needed to successful execution of the project * Relationship Management with government departments, Schools, ITIs, colleges * Employment Exchange, Public representatives, Local administration and likes. * Overall management and execution for the projects – Mobilization to Placement * Setting up of new training centers in coordination with district administration. * Mobilization of Students in adherence with Standard Operating Plan specified in project guideline * Ensuring placement of Skilled candidates in coordination with Local / Corporate placement team * Administration and facilities Management at center level, Reporting &amp; MIS as required by Project Management Team, P n L Management of the center / centers assigned * Identification, motivation mobilization and selection of suitable trainees for skill development programs in coordination with the National bodies associated with us. * To ensure that timely feedback is passed on to respective teams, team leaders and project managers, to make the process better. To monitor this activity, personally. * To groom current quality staff to the extent that we move to total compliance and look at zero errors. * Overall 3 plus years of experience in Education, Skill, Livelihood or related fields. * Preference will be given to the candidate having prior experience in Skill project. | | | |

|  |  |  |
| --- | --- | --- |
| **IV. KEY PERFORMANCE INDICATORS** | | |
| **Measurable Deliverables** | * Timely Formation of batch * % of attrition of staff at center * % of batch wise average attendance | |
| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** | | |
| **Minimum Qualifications** | | Graduate / Post Graduate |
| **Specific experience** | | Minimum 3 years of experience as Center Manager in DDU-GKY Project is strongly desirable |
| **VI. KEY INTERACTIONS** | | |
| **Key Internal Contacts** | | **Nature or purpose of interaction** |
| * Corporate IT Software Team | | Automation / Digital initiatives |
| * Marketing | | Employer Branding |
| * Accounts | | Costs & MIS |
| * **Key External Contacts** | | **Nature or purpose of interaction** |
| * Clients | | Connect & engage for calibration of the requirements |



To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in/); [www.visionjons.in](http://www.visionjons.in/) [www.likeskills.in](http://www.likeskills.in/)