|  |  |  |  |
| --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | |
| **I. JOB DETAILS** | | | |
| **Job Title** | Quality Executive | | |
| **Function** | Operation | **No. of Openings** | 1 |
| **Location** | Ranchi | | |
| **About Company :**  Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. 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 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 INR 170 Crore of Revenue for the year 2021-22. Recording a CAGR of 20% over the last five years, it is poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2022-23 as well as strong fundamentals on staffing side | | | |
| **II. KEY RESPONSIBILITIES** | | | |
| * To guide & follow the SOP compliances to set up the center. Arrange surprise inspection to check the quality of the training at the center. Follow the SSC guidelines to avoid any compliances consequences. * Check and Guide the Operation team to set up Centers as per DDUGKY SOP & ensuring SOP compliance at every level * Due Diligence inspection of the DDUGKY TCs * Sending the Due Diligence Report to the SRLM/CTSA for their DDR Verification * Training Center and Batch Inspection - (Surprise and Normal) - As instructed by the SOP * Audit of new management areas to evaluate internal control system * Review internal administrative & accounting controls to safeguard resources & ensure compliance with laws & regulations | | | | * Prior experience in delivering training * Execute lessons efficiently using different styles of training depending on the content/audience * Engage students to ensure a lively classroom atmosphere. * Good knowledge of training related software * Strong ability to engage the audience, get them interested and give them a reason to listen. * You possess excellent communication & presentation skills * Review trainee performance and learning | | |
| **Qualifications** | Graduate | | |
| **Experience** | Minimum 1 yr experience in Quality | | |
| **Salary** | 2.5 LPA | | |
| **Age** | Below 35 yr | | |
| **Payroll** | Vision india Services | | |