

JOB DESCRIPTION			
JOB DETAILS			
Job Title	Executive / Sr. Executive – English Language		
Function	Capability Building	Location	Varanasi & Noida
Direct Reporting to:	Director – Training & Development	Matrix Reporting to:	
Staff Supervised	Direct Reports: NA	Matrix Reports:	NA
Job Titles of Direct Reports	Trainers & Recruiters		
<p>Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas. We adorn 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 recording consistent growth in the topline over the last years & stands proudly at INR 150 Crores for the year 2021-22, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses.</p>			
I. JOB PURPOSE			
<p>The role holder will be responsible to groom the job seekers and make them ready for jobs within India & abroad. Especially the 1st time Job Seekers by playing a key role in improving their English communication & overall grooming of personality</p> <p>The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for Communication & Personality Development.</p>			
II. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Prepare materials and Standardize the training content while align with National Skill Qualification Framework as well as industry requirements especially for Foreign placements • Conduct online & offline classes • Conducting exercise based learning activities • Assign interesting exercises for practice post classes • Identify candidates' / Job seekers with special requirements and create individualized plans • Provide feedback based on workload and classroom behavior • Research new language teaching methods • Collaborate with staff and administrators to foster a good candidate's learning experience • Prepare reports on project performance • Come up with process improvement initiatives and implement them 			
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE			
Minimum Qualifications	<ul style="list-style-type: none"> • Graduate in English Language; Master in English Language is a plus • Previous experience as an English teaching • Knowledge of various teaching methods especially the Experiential Learning • A patient and resilient personality • Passionate for teaching 		

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