JOB DESCRIPTION

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| Name of the client | Vision India Services Pvt. Ltd |
| Website | [www.vispl.co.in](http://www.vispl.co.in) |
| Profile Name | Retail Trainer |
| Payroll | Vision India Services Pvt.ltd |
| Qualification  | Diploma / Degree in Retail Management, BBA/MBA PG Diploma in Marketing / Retail |
| Trade /Specialization/Branch | Retail Management / Marketing |
| Male / Female candidate | Any |
| No. of mandate / requirement expected | 57 |
| Fresher / Experienced (If experienced then No. of years of exp required min-max) |  1 year with Min. 50% Marks  |
|  Workplace – detailed address | DHULE, KOLHAPUR, LATUR, MUMBAI, NANDED, NASHIK, OSMANABAD, PUNE, RAIGARH, SANGLI, SATARA, SOLAPUR, THANE |
|    Offered JD/Job role  | * Conduct Theory and Practical Classes as per the syllabus.
* Closely work with the Head of the school on timetable adjustments and other NSQF Project activities i.e. field visits/guest lectures, internships, lab setup, training, placement, and meetings.
* Follow the instructions and perform responsibilities entrusted by the Head of the school from time to time.
* Maintenance of records and send periodical reports/class activities in consultation with the Head of the school and ensure to update in MIS (Management Information System) as directed, from time to time.
* Strengthening network and inviting Industrial experts for guest lectures, and maintaining records.
* Ensure the lab is in good working condition.
* Maintain Daily dairy giving details of the lesson plan and work done which needs to be countersigned by the Head of the school
* Ensure all the students create and maintain the Students Portfolio at the school level and in MIS approved by State.
* Submit a Weekly progress report on every Saturday to HM’s.
* Conduct internal examination and external examination as per the norms.
* Maintain all relevant documentation of the project in the school
* Conducting soft skill training including preparing the students for work as per the industry requirement
* Conduct sessions in Spoke Schools as directed by department/company.
* Ensuring Vertical Mobility of students and maintaining records of alumni.
* Ensuring Internship to students and carrying out all activity/documentation relating to it.
* Ensuring Placement for students
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| Open to hire local candidates – (Yes/No) | Yes |
| Open to hire from other state – (Yes/No) |  Yes |
| Salary | Up to 2.40 LPA  |
| Working hours (shift timings) | 9:30am – 6:30pm |