

## **Job Designation: Centre Head, Indore**

### **Job Description**

- Maintaining strict adherence of regulations/targets/policies
- Ensuring effective management of the Institute in terms of all the systems and procedures to ensure smooth functioning (leading and supervising trainers, counsellors, placement team, support staff and other employees in terms of clearly assigning responsibility for tasks and decisions, monitors process, progress, and results of each function)-counselling/training / placement and post placement activities
- Ensuring compliance of policies and reviewing the procedures to enable smooth audit by internal auditors, statutory auditors and quality auditors.
- Ensure safe storage of all Institute records -student personal records/ attendance records / performance evaluation reports
- Building and maintaining a strong network with all government bodies/ trade bodies /community organizations and other elements of the ecosystem
- Supervising all the functions of the Institute - Mobilisation, Counselling, Training, Administration, Accounts and MIS
- Academic Calendar Planning to achieve optimum capacity utilization
- Review students' performance evaluation report, and observing the classes (Training practices) of the trainers on a regular basis to give relevant recommendations for improvement.
- Monitor the Placement function such that it is in line with the business objectives of the Company.
- Feedback from the Industries on the quality of training and review the same for customization of content or to bring improvement of training quality.
- Maintain a close rapport with internal and external stakeholders

**Education:** Bachelor's degree

### **Experience Required**

- 2 to 5 years of experience as a centre head

### **Skills Required**

- Competency in Microsoft Office skills (Excel, Word & PowerPoint) and Google Drive
- Excellent communication: Oral as well as written

### **Competency Needed**

- Effective Communication
- Solution Oriented
- Commitment to Reflection and Growth
- A good Team leader

**Location: Indore**