

Job Code	Job Title	Responsibilities
1001	Accountant	<p>Prepare financial budget forecasts.</p> <p>Reconcile bank statements</p> <p>Manage all the accounting financial transactions by entering correct account information.</p> <p>Direct external and internal controls audits.</p> <p>Substantiates financial transactions by auditing documents.</p> <p>Prepares asset, liability, and capital account entries by gathering and examining account information.</p> <p>Perform monthly and annual account closings.</p> <p>Maintains financial security by obeying internal controls.</p> <p>Ensure payments are being made and received on time.</p> <p>Perform tasks in compliance with financial policies and regulations.</p> <p>Summarize financial status by collecting data, and preparing balance sheets and profit and loss statements.</p> <p>Secure financial information with regular data backups.</p> <p>Attend educational workshops for maintaining technical and professional knowledge.</p>
1002	Accounting Assistant	<p>Maintain financial records up to date.</p> <p>Prepare and send credit memos, purchase orders and invoices.</p> <p>Process company sales invoices, receipt and payment from customers to suppliers.</p> <p>Maintain and monitor account payables.</p> <p>Able to follow up on outstanding balances as and when required.</p> <p>Monitor and maintaining financial records of an employer's incoming and outgoing finances.</p> <p>Ability to handle multiple insurance claims.</p> <p>Create and update expense reports.</p> <p>Prepare various bank deposits.</p> <p>Prepare profit and loss statements and balance sheets.</p> <p>Enter financial transactions into internal databases.</p> <p>Check excel sheets for precision and errors.</p> <p>Issue bills to customers and external partners, as needed.</p> <p>Evaluate, organize and file payroll documents.</p> <p>Carry out administrative duties such as filing, recording minutes at meetings, etc.</p> <p>Assist account manager with audit, forecasts and other financial information and planning.</p> <p>Interact with customers by phone calls or emails.</p> <p>Report debtors and creditors.</p> <p>Manage the day to day budgeting tasks.</p> <p>Manage company ledgers.</p> <p>Resolve errors in financial reports and correcting faulty reporting.</p>

Job Code	Job Title	Responsibilities
1003	Accounting Associate	<p>Managing client's accounts.</p> <p>Preparing accounts payable and receivable invoices.</p> <p>Preparing financial statements and reports.</p> <p>Performing the basic accounting functions.</p> <p>Assisting with the preparation of tax returns.</p> <p>Offering bookkeeping services to clients.</p> <p>Analyzing the client's financial records.</p> <p>Correcting any inaccuracies and errors.</p> <p>Performing reconciliations of all the reports</p> <p>Handling the cash on a daily basis.</p> <p>Supervising and tracking incomes and expenses.</p> <p>Validating bank accounts.</p> <p>Maintaining ledger accounts.</p> <p>Answering client's queries, if any.</p> <p>Performing data entry and word processing.</p> <p>Working in collaboration with Accountants and Auditors.</p> <p>Maintaining a healthy relationship with the clients.</p> <p>Performing clerical duties as and when required.</p> <p>Assisting in payroll and compliance audits.</p> <p>Suggesting improvements in the budget.</p> <p>Adhering to all the accounting rules and regulations.</p>
1004	Accounting Clerk	<p>Multitask and manage time effectively</p> <p>Draft and maintain record of vouchers and receipts</p> <p>Maintain internal and vendor account statements</p> <p>Manage invoice payments</p> <p>Set and email payment reminders</p> <p>Respond to payment queries via phone and email</p> <p>Ensure timely and accurate payments</p> <p>Assist with month-end closing and inventory control</p> <p>Keep a proper record of vendor files/invoices and bank statements</p> <p>Resolve any errors in financial statements</p> <p>Ensure timely checking of all financial records</p> <p>Handle variety of accounting tasks including tally and bookkeeping</p> <p>Thoroughly examine any questionable financial transactions</p> <p>Coordinate with other departments for smooth functioning</p>

Job Code	Job Title	Responsibilities
1005	Accounting Coordinator	<ul style="list-style-type: none"> <li>Analyzing and preparing a report of financial data</li> <li>Maintaining and updating ledger entries</li> <li>Compiling and presenting weekly, monthly, and annual financial reports</li> <li>Coordinating with the accounting team to prepare the budget</li> <li>Assisting with internal/external audits and tax reports</li> <li>Processing and maintaining tax payment receipts</li> <li>Identifying and rectifying any discrepancies in the financial report</li> <li>Acting as an intermediary between clients and the internal accounting department</li> <li>Entering information into databases</li> <li>Ensuring all financial reports and data are accurate</li> <li>Adhering to the State and Federal regulations when performing accounting duties</li> <li>Communicating any pending payments to the Accounting Manager</li> <li>Cross-checking invoices for accuracy</li> <li>Performing inventory management</li> <li>Preparing and filing returns on time</li> </ul>
1006	Accounting Intern	<ul style="list-style-type: none"> <li>Assisting in the collection and preparation of monthly financial reports</li> <li>Maintaining journal and general ledger entries</li> <li>Coordinating with the Accounting Officer during audits and annual forecasting</li> <li>Communicating with the Accounts Payable Manager and Accounts Receivable Manager to track pending invoices</li> <li>Undertaking data entries and balance sheet reconciliations</li> <li>Assisting the accounting team in researching and analyzing our financial data</li> <li>Maintaining accurate and detailed inventory records</li> <li>Performing administrative duties such as preparing invoices and updating accounting files, as and when required</li> <li>Cross-checking financial statements and data for accuracy</li> <li>Using accounting software when performing accounting duties such as generating financial reports</li> <li>Assisting the payment processing team in undertaking credit checks</li> <li>Adhering to the State and Federal regulations when performing accounting duties</li> <li>Ensuring completion of assigned tasks as per the timeline provided</li> <li>Preparing and verifying expense reports and statements</li> <li>Assisting in filing IT returns</li> </ul>

Job Code	Job Title	Responsibilities
1007	Accounting Manager	<p>Managing and overseeing day to day accounting operations</p> <p>Working closely with the Accountant to analyze accounting data</p> <p>Producing and cross-checking financial reports/statements</p> <p>Implementing corrective measures and outlining proper accounting procedures</p> <p>Enforcing systems to collect and verify financial data</p> <p>Conducting and monitoring month and year end processes</p> <p>Keeping a track of accounts payable and receivable</p> <p>Collecting, creating and maintaining cash receipts and general ledger</p> <p>Maintaining payroll records</p> <p>Undertaking budget and cash forecasting</p> <p>Conducting revenue and expenditure analysis</p> <p>Completing annual audits</p> <p>Maintaining fiscal files and transaction reports</p> <p>Developing effective accounting practices and strategies</p> <p>Monitoring and presenting accounting KPIs to the management and stakeholders</p> <p>Supervising and training new employees</p> <p>Undertaking check runs and tax assessments</p> <p>Coordinating with other financial managers to identify company's financial standing and goals</p> <p>Communicating with the Accounts Payable Clerk and Accounts Receivable Clerk for timely and accurate processing of bills/invoices</p> <p>Adhering to the GAAP guidelines while conducting any accounting practices</p> <p>Preparing and evaluating budget reports</p> <p>Undertaking capital assets reconciliations</p> <p>Maintaining cash receipts</p>
1008	Accounting Officer	<p>Investigating financial transactions and records on a daily basis.</p> <p>Analyzing account activities of various other departments of the organization.</p> <p>Reviewing incoming and outgoing invoices.</p> <p>Maintaining and preparing the budget.</p> <p>Working in collaboration with Internal Auditor, External Auditors, and other Accountants.</p> <p>Making payments to various service providers.</p> <p>Preparing and updating account payables and receivables.</p> <p>Managing financial records in compliance with tax and accounting laws.</p> <p>Evaluating internal control systems and providing necessary suggestions.</p> <p>Preparing financial reports and presenting it to the higher management.</p>

Job Code	Job Title	Responsibilities
1009	Accounting Specialist	<p>Helping the company to meet its financial goals.</p> <p>Managing and maintaining the client's accounts.</p> <p>Entering payroll information into accounting software.</p> <p>Maintaining the ledger entry journals.</p> <p>Processing invoices and receipts.</p> <p>Planning and developing budget constraints.</p> <p>Preparing the tax returns.</p> <p>Assisting with audits along with the Auditors.</p> <p>Resolving accounting discrepancies, if any.</p> <p>Contacting the clients to discuss the accounting status.</p> <p>Handling daily accounting activities.</p> <p>Maintaining a healthy relationship with the clients.</p> <p>Providing accounting support to the other department.</p> <p>Verifying and processing all accounting transactions.</p> <p>Maintaining the inventory information.</p> <p>Preparing accounting and financial reports.</p> <p>Ensuring all the financial activities are accurate.</p> <p>Taking necessary steps to reduce loss.</p> <p>Ensuring that the employees receive correct compensation and benefits.</p> <p>Attending workshops and conferences to stay abreast of various accounting standards.</p>
1010	Accounting Supervisor	<p>Supervise the daily accounting transactions including bank reconciliation, accounts payable/receivable and general ledger.</p> <p>Prepare forecast revenues and budget reports.</p> <p>Appoint and train new accounting employees.</p> <p>Prepare monthly and annual accounting reports.</p> <p>Carry out the annual audit by giving information and answers to auditors.</p> <p>Check the progress of accounting and financial objectives.</p> <p>Make policies and procedures to support the company's targets.</p> <p>Keep sensitive and important information confidential and ensure financial security.</p>

Job Code	Job Title	Responsibilities
1011	Accounts Administrator	<p>Maintain and update the status of accounts receivables and payables.</p> <p>Reconcile all bank accounts and resolve all issues in processing the financial statements.</p> <p>Direct marketers, clients and third-party vendors about their responsibilities.</p> <p>Maintain efficient client services and provide support to administration staff.</p> <p>Responsible to receive and verify bills and requisitions for goods and services.</p> <p>Assist audit activities.</p> <p>Prepare, send and store the record of invoices on time.</p> <p>Contact clients to update them about balance payments.</p> <p>Prepare and submit tax forms and their filings.</p> <p>Update internal accounting databases and spreadsheets.</p> <p>Process general administration functions.</p> <p>Evaluate all agreements and invoices and organize customer contracts.</p> <p>Analyze the transactions with financial policies and procedures.</p> <p>Offer support to the finance team as needed.</p> <p>Create and manage daily paperwork for mailing as well as invoicing.</p> <p>Assist all accountants and prepare all cash flow reports and data.</p> <p>Prepare records of minutes of meeting.</p> <p>Maintain and manage monthly journals, update entries and maintain sub-ledger.</p>
1012	Accounts Payable Clerk	<p>Processing the accounts along with the incoming payments in compliance with the financial procedures and policies.</p> <p>Performing routine financial transactions including classifying, verifying, posting, computing and recording all the accounts receivable data.</p> <p>Reconciling the accounts receivable ledger to make certain that all the payments are accounted for and accurately posted.</p> <p>Preparing invoices, bills and bank deposits.</p> <p>Preparing purchase orders for the company supplies and other goods.</p> <p>Ensuring the pending invoices are cleared on time by contacting clients and sending bill reminders.</p> <p>Ensuring payments (payable) are cleared on time.</p> <p>Verifying any discrepancies by well as resolving clients' billing issues.</p> <p>Maintaining and managing the company's balance sheet on a timely basis.</p> <p>Generating expense reports, and financial statements detailing the status of accounts receivable.</p>

Job Code	Job Title	Responsibilities
1013	Accounts Payable Manager	<p>Maintaining accuracy in all financial reporting procedures</p> <p>Serving as an intermediary between departmental and external suppliers</p> <p>Hiring, training, and supervising team members</p> <p>Assigning daily tasks to team members such as processing payrolls and purchase orders</p> <p>Compiling, analysing and reporting financial information</p> <p>Implementing corrective measures to facilitate departmental objectives and goals</p> <p>Building and maintaining relationships with vendors, suppliers, and business partners</p> <p>Managing accounting functions like maintaining the general ledger, month-end closing, and expense reporting</p> <p>Ensuring accuracy of financial statements and payment transactions</p> <p>Maintaining and updating vendor database and spreadsheets</p> <p>Undertaking reconciliation of supplier statements</p> <p>Negotiating payment terms with vendors and suppliers</p> <p>Adhering to the Federal and State regulations and policies when conducting any accounting activities</p> <p>Executing vendor payment runs and assessing tax related processes</p>
1014	Accounts Payable Specialist	<p>Explaining and assisting vendors and stakeholders with the accounts payable process</p> <p>Verifying invoices, bank statements, tax documents, and general ledger entries</p> <p>Processing invoice payments to vendors on a timely basis</p> <p>Researching and rectifying unpaid invoices and receipts</p> <p>Maintaining accurate financial records of processed payments</p> <p>Monitor and track company expenses</p> <p>Creating monthly, quarterly, and annual financial reports</p> <p>Assisting the Accounts Payable Manager in gathering and interpreting financial data</p> <p>Analyzing vendor accounts and any discrepancies in payment processes</p> <p>Processing advance payments</p> <p>Generating and approving vendor invoices</p> <p>Scheduling vendor payments and disbursements</p> <p>Resolving any vendor payment queries</p> <p>Preparing payment record documents for audits</p>

Job Code	Job Title	Responsibilities
1015	Accounts Receivable Clerk	<p>Prepare bills, invoices, and bank deposits.</p> <p>Keep a check on customer's payments by recording cash, cheques and credit card transactions.</p> <p>Make payments of invoices easier by sending bill reminders.</p> <p>Perform everyday financial tasks including classifying, verifying and recording account receivable data.</p> <p>Maintain and reconcile the accounts receivable ledger regularly.</p> <p>Resolve client's billing issues.</p> <p>Prepare financial statements and reports detailing accounts receivable status.</p> <p>Make accounts and incoming payments in adherence to financial policies and procedures.</p> <p>Add adjusting entries by resolving valid or authorized deductions.</p>
1016	Accounts Receivable Manager	<p>Monitoring invoice processing and payment collections</p> <p>Preparing, maintaining, and updating quarterly, monthly, and yearly financial forecasting reports</p> <p>Maintaining receipt of bills and invoices</p> <p>Coordinating with the Accounts Receivable Clerk to keep a tab on the payments due</p> <p>Negotiating with clients and settling non-payment disputes</p> <p>Collecting and processing invoice payments while adhering to the laws and regulations</p> <p>Setting and communicating bill payment reminders and deadlines to clients</p> <p>Keeping up to date with the industry best practices</p> <p>Supervising, training, and managing team members</p> <p>Performing timely credit checks</p> <p>Tracking all clients payment transactions</p> <p>Suggesting ways to improve and minimize receivable balances</p> <p>Reviewing and recommending credit limits</p> <p>Verifying accounts receivable data</p> <p>Providing client support by addressing their concerns in a timely and professional manner</p> <p>Generating and managing cash receipts</p>

Job Code	Job Title	Responsibilities
1017	Asset Manager	<p>Analyzing the client's business portfolio in detail.</p> <p>Identifying risks before investing.</p> <p>Developing strategies to increase revenue.</p> <p>Offering goals for each property.</p> <p>Managing multiple client projects at a time.</p> <p>Generating impact analysis reports.</p> <p>Communicating with clients on risks and goals.</p> <p>Identifying best investment opportunities.</p> <p>Managing cash flows and physical assets.</p> <p>Preparing business activity reports</p> <p>Examining market trends to maximize the profits.</p> <p>Presenting the client with the required data.</p> <p>Collaborating with Brokers and other team members.</p> <p>Maintaining a positive relationship with clients.</p> <p>Staying updated with the latest market trends and investment plans.</p>
1018	Auditor	<p>Examining the company's assets and liabilities</p> <p>Checking if the details mentioned in the financial reports, documents, and receipts is correct</p> <p>Conducting in-depth research to check for any discrepancies and suggesting improvement measures</p> <p>Developing the plans and objectives for conducting audits</p> <p>Planning and implementing internal audit and risk management procedures</p> <p>Preparing and presenting audit findings to the senior management</p> <p>Ensuring compliance with the government policies and practices at all times</p> <p>Staying up-to-date with the latest industry trends and best auditing practices</p>
1019	Billing Analyst	<p>Issue and distribute invoices to clients and suppliers.</p> <p>Maintain and review the company's account status.</p> <p>Process new contracts and sales.</p> <p>Collaborate with other departments to make certain the accuracy of billing process.</p> <p>Address customer questions and answer their queries.</p> <p>Keep a track of all the transactions and accounts receivables on a daily basis.</p> <p>Assist the customers with account reconciliations.</p> <p>Prepare and present analytical reports.</p> <p>Support monthly as well as quarterly cleanups and audits.</p> <p>Resolve any mistakes or issues.</p> <p>Adhere to the accounting policies and principles according to the company terms.</p> <p>Be an active member of decisions related to budgeting.</p>

Job Code	Job Title	Responsibilities
1020	Billing Clerk	<p>Manage and prepare account balances to determine outstanding debts.            Collect the information required for all calculations.            Calculate and update and account receivables.            Issue invoices and other bills to the customers.            Inspect all the invoices to identify any errors before invoice delivery.            Supervise credit card online, payments and bank transfer payments.            Timely update and maintain customer database.            Manage and update accounting records like payments, balances, etc.            Issue account statements to the customers regularly.            Contact customers and send payment reminders as per the requirement.            Answer customers questions and address their complaints.            Give a stamp of approval to daily cash reconciliation.            Work together smoothly with the accounts department in preparing account statements and financial reports.            Attend training seminars and staff meetings and take on miscellaneous tasks as required.</p>
1021	Billing Coordinator	<p>Coordinating with Sales and Finance team to manage account payable and receivables.            Collecting and producing information like shipping rates, prices, discounts and so on.            Communicating effectively with customers and staff.            Ensuring that customers pay their bills correctly in a timely manner.            Preparing financial statements and submitting them on time.            Requesting for payments of pending debts in an appropriate manner.            Keeping accurate records of customer's information, received payments and so on.</p>
1022	Billing Specialist	<p>Track and manage incoming payments.            Keep the clients informed about their outstanding debts and give them a reasonable deadline to make the payments.            Maintain and update the report of all billing activities and present them to the Billing Supervisor.            Collect feedback from clients and help them solve their issues related to billing.            Issue invoices, bills, receipts, etc and manage the account status.            Check the credibility of debit accounts.            Check for missing payments and notify the Billing Coordinator.            Maintain and update accounts receivable records.</p>

Job Code	Job Title	Responsibilities
1023	Bookkeeper	<p>Develop a system for posting financial records and transactions.</p> <p>Record day to day financial activities of the company.</p> <p>Ensure and verify the correct entering of data.</p> <p>Maintain previous financial data and records.</p> <p>Coordinate with the accounting staff to collect information, analyze and create financial reports.</p> <p>Prepare financial statements such as trial balance, income statement, and balance sheet</p> <p>Issue invoices to buyers and suppliers in a timely manner.</p> <p>Conduct reconciliations of all accounts on a regular basis.</p> <p>Write payments, checks, and bank deposits.</p> <p>Handle and pay debts as they come due for payment, such as necessary bills along with supplier and vendor invoices.</p> <p>Maintain all charts of accounts.</p> <p>Manage the petty cash and general ledgers.</p> <p>Process various accounts payables and receivables.</p> <p>Provide clerical and admin support to the staff.</p>
1024	Budget Analyst	<p>Review budget proposals and send funding requests.</p> <p>Conduct a cost-benefit analysis to determine the profitability of a project.</p> <p>Submit budget recommendations for the approval or refusal of funding requests.</p> <p>Explain and defend recommendations to stakeholders and management.</p> <p>Collaborate with the managers to develop final budget reports.</p> <p>Ensure that the company's budget adheres to the legal regulations.</p> <p>Oversee expenditures and identify the trends in terms of spending.</p> <p>Forecast future budget requirements.</p> <p>Redistribute the extra funds while ensuring profits.</p> <p>Suggest improvements that helps boost profits which mainly include spending cuts.</p> <p>Prepare budget reports periodically.</p> <p>Be updated about the recent changes in the economic and financial developments of the country.</p>

Job Code	Job Title	Responsibilities
1025	Budget Manager	<p>Create budget models suitable for the entire company.</p> <p>Analyze all the financial operations and make sure that they are all carried out within the budget.</p> <p>Prepare annual budgeting reports and present them to the higher management.</p> <p>Review proposed budget plans and get them approved from higher management.</p> <p>Supervise the subordinates and collect necessary information from them.</p> <p>Assist other departments in preparing operating budgets according to their goals and expenses.</p> <p>Respond to all budget inquiries.</p> <p>Attend meetings with the management regarding budget issues in various departments of the company.</p> <p>Predicts the budget needs for the future.</p> <p>Oversee grants and purchasing management.</p> <p>Monitor company expenses and approve the budget.</p> <p>Develop an effective budget policy and present it before the top management.</p> <p>Supervise that department manager meets budget submission deadlines.</p> <p>Make sure the company's budget is in compliance with laws and legal regulations.</p>
1026	Bursar	<p>Manage and oversee day-to-day operations of student, faculty, and staff accounts.</p> <p>Prepare files of receipts and books of tuition fees, financial aid resources, petty cash and so on.</p> <p>Manage the accounts receivable and accounts payables.</p> <p>Design and update financial procedures.</p> <p>Manage the annual budget as prescribed by the management.</p> <p>Coordinate with local authorities and school governors.</p> <p>Review employment contracts and services terms.</p> <p>Create reports and presentations for the higher education authorities.</p>
1027	Business Analyst	<p>Review the business functions, determine operational objectives and evaluate the requirements.</p> <p>Study the system capabilities and create workflow charts and other diagrams.</p> <p>Coordinate with the staff and collect business-related information.</p> <p>Maintain cordial relationships with business partners.</p> <p>Review the current business practices and make improvements as required.</p> <p>Prepare documents that are required for the smooth functioning of the system processes.</p> <p>Identify the need for a project, establish project teams and set the budget for the project.</p> <p>Monitor the progress of various projects and make recommendations when required.</p> <p>Conduct research and develop integrated business analysis.</p> <p>Identify the bottlenecks in business processes and take the necessary steps to resolve them.</p> <p>Stay updated regarding the latest technologies used for business.</p>

Job Code	Job Title	Responsibilities
1028	Certified Public Accountant	<ul style="list-style-type: none"> <li>Preparing and organizing financial service records.</li> <li>Maintaining the company's financial information</li> <li>Implementing accounting procedures and policies along with the Accountant.</li> <li>Assisting in budgeting procedures in a timely manner.</li> <li>Conducting audits to analyze financial expenses, savings, and financial records.</li> <li>Informing senior managers about the company's financial status.</li> <li>Forecasting revenues and profit margins.</li> <li>Examining bookkeeping activities on a daily basis.</li> <li>Responding to accounting related issues and tax.</li> <li>Collaborating with Tax Accountants has a record of tax returns and payments.</li> <li>Making regulation changes and keeping updated about the various accounting services.</li> </ul>
1029	Chartered Accountant	<ul style="list-style-type: none"> <li>Maintaining proper accounting records</li> <li>Assessing financial risks and suggesting preventive measures</li> <li>Liaising with clients, business partners, auditors and vendors</li> <li>Ensuring complete compliance with the state authorities</li> <li>Offering expert financial advice and services to clients</li> <li>Investigating and rectifying any financial discrepancies</li> <li>Conducting internal and external audits</li> <li>Preparing budgets, annual reports and strategies</li> <li>Advising clients on financial transactions, mergers and acquisitions</li> <li>Helping clients with reciprocity agreements, training agreements or similar tax/payment-related queries</li> <li>Analyzing the company's financial systems and procedures</li> <li>Processing online payments and bank statements</li> <li>Preparing and forecasting budget reports</li> <li>Preventing or suggesting ways to stop any fraudulent activities</li> <li>Negotiating monetary terms with vendors</li> <li>Providing assistance with tax planning</li> </ul>

Job Code	Job Title	Responsibilities
1030	Collection Associate	<p>Developing debt collection strategies with the team members</p> <p>Processing payments and settlements.</p> <p>Preparing payment plans.</p> <p>Maintaining the records for payment done.</p> <p>Monitoring all the accounts for delayed payments and debts</p> <p>Following up with the client for overdue payments.</p> <p>Negotiating the debt recovery amount.</p> <p>Taking measures to help collect payment on time.</p> <p>Documenting all the required details for future reference.</p> <p>Resolving customer credit concerns.</p> <p>Updating the accounts receivable records.</p> <p>Report collection activity on a daily basis.</p> <p>Presenting the report on collection progress to the team.</p> <p>Adhering to all the rules and regulations of the company.</p> <p>Working in compliance with Fair Debt Collection Practices Act (FDCPA).</p> <p>Staying up to date with the latest expertise in debt collection.</p>

Job Code	Job Title	Responsibilities
1031	Collection Specialist	<ul style="list-style-type: none"> <li>Collecting and maintaining a record of all overdue payments</li> <li>Maintaining an accurate record of the amount payable and default period</li> <li>Contacting debtors via telephone or email</li> <li>Investigating the reason for delinquency</li> <li>Encouraging and arranging plans for timely payments</li> <li>Keeping records of all collection activities</li> <li>Researching the credit behaviour of all debtors</li> <li>Coordinating with the Accountant to maintain and update payment records</li> <li>Processing any refunds</li> <li>Monitoring overdue accounts on a regular basis</li> <li>Addressing any customer queries</li> <li>Reviewing and undertaking any account alterations</li> <li>Negotiating settlements</li> <li>Undertaking all collection activities in accordance with the collection policy</li> <li>Liaising between the creditors and the company</li> <li>Granting additional payment period and approving/rejecting any partial payment requests</li> <li>Communicating with insurance agencies to streamline collection procedures/policies</li> <li>Recommending collection improvement measures</li> <li>Undertaking administrative duties like faxing documents, balance write offs and processing memos</li> <li>Adhering to the state and company regulations</li> <li>Updating accounts receivable status</li> <li>Preparing and presenting collection reports during audit</li> <li>Reviewing all expired or inactive accounts</li> </ul>

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1032	Compliance Auditor	<ul style="list-style-type: none"> <li>Conducting and overseeing all auditing activities</li> <li>Identifying any potential financial risks</li> <li>Maintaining accurate compliance records</li> <li>Training, guiding, and assigning tasks to audit team members</li> <li>Examining and resolving any operational problems</li> <li>Monitoring expenses and suggesting cost-cutting measures</li> <li>Conducting thorough research before performing audits</li> <li>Comparing documentation to verify assets and liabilities</li> <li>Completing audit paperwork on time</li> <li>Preparing and submitting audit progress reports and findings</li> <li>Developing and implementing compliance auditing plans</li> <li>Coordinating with external auditors whenever required</li> <li>Attending any developmental programs to upgrade knowledge and skills</li> <li>Tracking activities of violators</li> <li>Providing briefing to management on audit findings</li> <li>Analyzing databases and company records to ensure compliance with company policies</li> <li>Providing daily procedural guidance to team members and new recruits</li> <li>Collecting and organizing resources for audits</li> </ul>
1033	Corporate Accountant	<ul style="list-style-type: none"> <li>Maintain financial data and general ledgers.</li> <li>Merge and analyze financial statement and their results</li> <li>Prepare monthly financial accounts reports of the company</li> <li>Administer and guide Junior Accountants in their activities</li> <li>Supervise external and internal audits.</li> <li>Create forecasts and analyze financial information to control risks.</li> <li>Manage monthly, quarterly and annual closings of financial reports.</li> <li>Protect operations by keeping confidential information safe and maintaining the client's trust.</li> <li>Give suggestions to make effective business plans and resolve cost-related issues.</li> </ul>

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1034	Cost Accountant	<ul style="list-style-type: none"> <li>Collecting and maintaining financial data/ records.</li> <li>Analyzing and determining the cash flow.</li> <li>Outline cost variables.</li> <li>Draft monthly and yearly budget reports.</li> <li>Prepare month-end and financial year closing.</li> <li>Manage internal and external financial audits.</li> <li>Investigate current market trends and frame financial policies.</li> <li>Ensure timely collection of payments and track payment reminders.</li> <li>Review and set a budget within departments.</li> <li>Check invoices and reports for accuracy.</li> <li>Review and manage the company's inventory cash flow.</li> <li>Tally financial statements.</li> <li>Calculate taxes payable.</li> <li>Suggest cost-cutting strategies to increase profitability.</li> <li>Maintain confidentiality about financial data.</li> </ul>
1035	Credit Manager	<ul style="list-style-type: none"> <li>Monitor all the payments and bad debts.</li> <li>Discuss loan terms with the clients.</li> <li>Create credit reports and present them to senior management.</li> <li>Set and evaluate reasonable interest rates.</li> <li>Manage debt settlements and loan renewals by discussing with clients.</li> <li>Update and review the company's credit policies.</li> <li>Negotiate terms and conditions with the new clients.</li> <li>Assess and research the client's creditworthiness.</li> <li>Educate and give guidance to the sales team and clients.</li> <li>Predict risks by creating credit scoring models.</li> <li>Maintain all the records of the credit payments.</li> </ul>
1036	Credit Officer	<ul style="list-style-type: none"> <li>Maintaining and updating records of loan applications.</li> <li>Reviewing loan requests and planning payment setups.</li> <li>Keeping in touch with clients for gathering financial services documentation and other required documents.</li> <li>Offering different types of loan options to applicants based on the analysis of their applications.</li> <li>Interviewing clients to get the necessary information for the loan application.</li> <li>Monitoring the progress and financial status of existing loans.</li> <li>Following up with clients about loan renewals.</li> <li>Assessing creditworthiness and the risks involved.</li> <li>Calculating accurate financial ratios (credit scores and interest rates).</li> </ul>

Job Code	Job Title	Responsibilities
1037	Credit Specialist	<ul style="list-style-type: none"> <li>Receiving and reviewing credit applications and loan requests</li> <li>Checking the authenticity of supplementary paperwork and documentations</li> <li>Monitoring financial track record and credit history of the client</li> <li>Performing market research and financial risk assessment</li> <li>Informing clients about their application status and extended credit amount</li> <li>Negotiating repayment terms and loan interest rates with clients</li> <li>Contacting and maintaining a database of regular defaulters</li> <li>Undertaking loan approvals and credit underwriting</li> <li>Coordinating with the Sales team in developing business development plans</li> <li>Helping clients with document preparation and loan closing</li> <li>Adhering to the Federal and State laws and regulations</li> <li>Preparing annual financial reports and credit proposals</li> <li>Determining client credit histories and worthiness</li> <li>Identifying and reporting any suspicious or fraudulent activities</li> </ul>
1038	Entry Level Accountant	<ul style="list-style-type: none"> <li>Maintaining accounting records on a daily basis.</li> <li>Carrying out financial transactions and analysis.</li> <li>Processing accounts payable and receivable.</li> <li>Preparing profit and loss statements and balance sheets.</li> <li>Performing account reconciliations.</li> <li>Maintaining the assets and liabilities of the company.</li> <li>Supervising all the accounting functions in the department.</li> <li>Reviewing expenses incurred.</li> <li>Maintaining general ledgers.</li> <li>Preparing tax filing and returns.</li> <li>Planning accounting budget.</li> <li>Resolving accounting anomalies</li> <li>Aiding Auditors in preparation of the audit process.</li> <li>Assisting in the preparation of yearly closing statements.</li> <li>Supporting the Payroll Coordinator in payroll administration tasks.</li> <li>Preparing monthly financial statements.</li> <li>Adhering to all the rules and regulations of the company.</li> </ul>

Job Code	Job Title	Responsibilities
1039	Forensic Accountant	<p>Analyzing financial data and documents to identify any discrepancies</p> <p>Forecasting financial frauds and suggesting preventive measures</p> <p>Researching and presenting financial findings to minimize risk and revenue losses</p> <p>Providing litigation support and testimony in court</p> <p>Performing timely audits</p> <p>Ensuring compliance with the law when performing accounting practices</p> <p>Maintaining and updating files of all legal cases</p> <p>Examining losses, contract breaches, and potential damage</p> <p>Assisting in internal and external audits</p> <p>Performing internal investigations</p> <p>Creating and updating financial reports, statements, and spreadsheets</p> <p>Applying tax law knowledge when performing financial analysis</p> <p>Attending court as and when required</p> <p>Traveling abroad to conduct external investigations when needed</p> <p>Understanding legal and economic implications when performing case research</p>
1040	Full Charge Bookkeeper	<p>Recording account payable and receivable.</p> <p>Preparing and maintaining a general ledger.</p> <p>Preparing expense invoices every month.</p> <p>Maintaining financial records.</p> <p>Entering payroll information in the books of accounts</p> <p>Processing employee payroll and timesheets.</p> <p>Collecting bank checks and making bank deposits.</p> <p>Maintaining potential employee benefits and compensation data.</p> <p>Sending mails on behalf of the company.</p> <p>Maintaining business documents.</p> <p>Assisting in the annual budget.</p> <p>Preparing bank statements.</p> <p>Developing monthly financial reports.</p> <p>Overseeing the maintenance of invoice files.</p> <p>Checking bank balance against the accounting receipt.</p> <p>Reviewing all the reports for accuracy.</p> <p>Using a software program for data entry.</p> <p>Performing secretarial duties as and when required.</p> <p>Answering accounting queries.</p>

Job Code	Job Title	Responsibilities
1041	GL Accountant	<ul style="list-style-type: none"> <li>Preparing and managing general ledger entries.</li> <li>Reconciling financial statements.</li> <li>Filing income tax returns.</li> <li>Ensuring precise data entry.</li> <li>Entering financial data in deferrals, accruals, and reclassifications.</li> <li>Supporting budgeting and forecasting activities.</li> <li>Reviewing cash deposits and preparing cash receipt journal entries.</li> <li>Interpreting and analyzing financial information.</li> <li>Recording monthly and annual processes.</li> <li>Posting journal entries in the accounting system.</li> <li>Tracking fixed asset ledger.</li> <li>Preparing balance sheet and profit and loss statement.</li> <li>Collaborating with various departments such as Sales, Legal and other departments.</li> <li>Reporting any fluctuations and variances.</li> <li>Assisting the team with accounting issues and queries.</li> <li>Working in compliance with government regulations.</li> <li>Adhering to accounting standards and regulations.</li> <li>Staying updated with the best practices in accounting</li> </ul>
1042	Invoice Processor	<ul style="list-style-type: none"> <li>Handle multiple projects and client accounts</li> <li>Create and maintaining PO invoices</li> <li>Check purchase order (PO) number before processing of invoices</li> <li>Initiate online data capture for ERP systems</li> <li>Keep a track of slow approvals</li> <li>Undertake manual data entry of invoice data</li> <li>Research data trends to analyze future market scenarios</li> <li>Ensure complete accuracy of financial statements and tax data</li> <li>Guarantee smooth functioning of invoice automation and procure to pay process</li> <li>Verify invoice approval</li> <li>Maintain general ledger</li> <li>Help the team with audits</li> <li>Maintain financial statements of line items.</li> <li>Communicate with vendors and clients throughout the payment process</li> <li>Handle payment queries and offer customer satisfaction</li> <li>File contracts and archiving data</li> </ul>

Job Code	Job Title	Responsibilities
1043	Junior Accountant	<p>Post and process the journal entries to make sure that all transactions have been recorded.</p> <p>Update the accounts receivables on a daily basis and issue invoices.</p> <p>Update the accounts payable on a daily basis and perform reconciliations.</p> <p>Assist the team in the preparation of balance sheets, income statements and other financial statements.</p> <p>Adhere to the law and the company's financial and accounting guidelines.</p> <p>Assist with payroll records, review expenses, etc. when assigned.</p> <p>Update the financial database to make sure that all the information present is accurate and immediately accessible when required.</p> <p>Prepare and submit weekly and monthly reports.</p> <p>Assist senior accountants in the preparation of monthly as well as yearly closings.</p> <p>Assist the department with other accounting projects.</p>
1044	Loan Officer	<p>Research and evaluate the financial status of the person applying for a loan.</p> <p>Evaluate the credit value by processing the loan applications and documents within particular limits.</p> <p>Interview the loan applicants to determine their financial eligibility and prepare the feasibility report for granting loans.</p> <p>Determine all applicable metrics and ratios and set up debt payment plans.</p> <p>Communicate with the clients to provide information and to forward their loan requests.</p> <p>Approve loans for eligible applicants and reject the ones who are not eligible. Justify the approvals/rejection decisions by filing reports about the same.</p> <p>Complete loan agreements and counsel clients on limitations and policies.</p> <p>Have an excellent understanding of the different types of loans and other financial services.</p> <p>Maintain and update loan files and accounts records.</p>

Job Code	Job Title	Responsibilities
1045	Loan Processor	<p>Analyze the applicants and determine if he or she is qualified to obtain the loan.</p> <p>Perform background checks of the potential borrowers and verify the documents that are submitted by the applicant.</p> <p>Monitor the applicant's current debts.</p> <p>Create loan repayment plans.</p> <p>Interview applicants to assess eligibility for a mortgage loan.</p> <p>Finalize the contracts and keep the clients updated about its status.</p> <p>Determine customer's requirements and suggest loan plans accordingly.</p> <p>Maintain relationships and set communication channels feasible for both, client and our organization.</p> <p>Build a trustful relationship for the long term with the customers.</p> <p>Ensure positive working relationships among the internal departments.</p> <p>Review active loan files each day to save time.</p> <p>Maintain and update all financial records.</p> <p>Follow the established laws and policies and the opportunity to advance in the loan industry.</p>
1046	Management Accountant	<p>Determining new financial trends and patterns</p> <p>Assisting the senior management in effective business decisions</p> <p>Forecasting and analyzing risk behaviour and preventive measures</p> <p>Supervising members of your team</p> <p>Conducting internal audits</p> <p>Managing the company's financial operations effectively</p> <p>Implementing policies for better profitability</p> <p>Evaluating and maintaining the company's commercial performance</p> <p>Ensuring proper implementation of all accounting practices</p> <p>Providing financial expertise on annual budgeting reports and year-end journal entries</p> <p>Handling all tax-related matters including tax liabilities</p> <p>Cross-checking internal financial entries like employee annual salaries</p> <p>Scheduling financing of important activities</p> <p>Coordinating with the financial accountant to understand external financial requirements</p>

Job Code	Job Title	Responsibilities
1047	Mortgage Loan Processor	<p>Process loan upon a thorough review of loan applications.</p> <p>Double-check potential clients for proper bank statements and applicable filing of tax returns before approval.</p> <p>Act as an intermediary between clients, real estate agents, mortgage lenders, and non-banking financial institutions.</p> <p>Recommend loans based on client requirements and mortgage type.</p> <p>Contact credit reporting agencies to check the client's credit score.</p> <p>Coordinate with a mortgage underwriter and loan officers to assess risk behavior.</p> <p>Ensure timely and accurate mortgage payments.</p> <p>Offer clarification on loan terms and conditions.</p> <p>Initiate a thorough check before creating loan plans.</p> <p>Maintain a proper record of all client files and dealings.</p> <p>Suggest financial plans in accordance with the company's principles.</p> <p>Ensure smooth communication between clients, real estate agents, and companies.</p> <p>Abide by legal laws and regulations.</p>
1048	Payroll Accountant	<p>Calculating employee earnings and deductions</p> <p>Preparing employee paychecks</p> <p>Maintaining and updating accurate payroll documents</p> <p>Updating payroll and accounting files, general ledger, and tax documents</p> <p>Overseeing the payment of paid and unpaid leaves</p> <p>Resolving any payroll related issues and employee queries</p> <p>Calculating and processing holiday deductions and overtime earnings</p> <p>Undertaking payroll audits</p> <p>Preparing tax reports on time</p> <p>Adhering to State and Federal regulations when carrying out payroll accounting practices</p> <p>Regularly updating payroll systems</p> <p>Keeping a tab on employee timesheets and leaves</p> <p>Performing accurate tax deductions</p> <p>Reviewing company payroll system and suggesting improvements</p> <p>Ensuring employee salaries are transferred to respective bank accounts in a timely manner</p>

Job Code	Job Title	Responsibilities
1049	Payroll Administrator	<p>Addressing and resolving employee queries related to payroll</p> <p>Collecting, reviewing, and maintaining employee data and timesheets</p> <p>Updating electronic timekeeping systems regularly</p> <p>Assisting Payroll Accountant in calculating salaries, deductions, and tax withholdings</p> <p>Examining employee payable hours and calculating bonuses, if any</p> <p>Preparing and maintaining employee records and earning statements</p> <p>Collecting payroll related information and documents</p> <p>Ensuring employee salaries are transferred correctly to the employees' bank accounts</p> <p>Coordinating with the HR department for any employee information changes/additions</p> <p>Performing administrative tasks such as updating accounting files when required</p> <p>Preparing and submitting payroll reports during audits</p> <p>Entering employee information into the payroll system</p> <p>Cross-checking employee timesheets for accuracy</p> <p>Undertaking corrections/adjustments in employee salaries</p> <p>Performing all payroll functions in compliance with the Government rules and regulations</p> <p>Filing tax in a timely manner</p>
1050	Payroll Coordinator	<p>Overseeing the employee's timesheets.</p> <p>Maintaining the employee's information.</p> <p>Checking employee's attendance records.</p> <p>Updating payroll records for new employees, promotions, and transfers.</p> <p>Computing salaries, benefits, and wages accurately.</p> <p>Processing important documents such as W-2, tax forms, and others.</p> <p>Working in coordination with the HR department.</p> <p>Distributing the paychecks.</p> <p>Ensuring electronic transactions are performed accurately.</p> <p>Maintaining reports on any payroll changes.</p> <p>Handling bonus, compensation, and similar in a precise manner.</p> <p>Answering all the payroll-related questions.</p> <p>Working with the Auditors and Accountants if error found</p> <p>Presenting the reports to high management if requested.</p> <p>Compiling with the company rules and regulations.</p>

Job Code	Job Title	Responsibilities
1051	Payroll Officer	<ul style="list-style-type: none"> <li>Collecting and maintaining daily, weekly, and monthly timesheets</li> <li>Calculating employee salaries, bonuses, and allowances</li> <li>Preparing monthly employee salaries and reports</li> <li>Scheduling urgent bank payments</li> <li>Emailing or handing out payment receipts to employees</li> <li>Maintaining a report on payroll expenses</li> <li>Preparing and filing tax returns</li> <li>Maintaining and updating the bank account details of employees</li> <li>Addressing any queries from employees regarding payments, taxes, and other benefits</li> <li>Tracking employee working hours</li> <li>Making a note of employee deductions</li> <li>Adhering to the state and central regulations when performing accounting practices</li> <li>Identifying and resolving any payroll discrepancies</li> <li>Coordinating with the HR department for any employee details</li> </ul>
1052	Project Accountant	<ul style="list-style-type: none"> <li>Generating, updating, and maintaining reports on income, expenditure, and financial transactions</li> <li>Creating and managing on-going project accounts</li> <li>Keeping a record of project expenses, contracts, and other accounting data</li> <li>Reviewing and granting funds for various projects</li> <li>Understanding the project requirements and creating budgets and financial reports</li> <li>Analyzing and approving vendor invoices and contracts</li> <li>Overseeing the transfer of funds to various vendors and suppliers</li> <li>Communicating the project offerings, profits, and progress to the Accounting Manager</li> <li>Overseeing the implementation of project terms</li> <li>Preparing tax reports and documentation of working capital</li> <li>Coordinating with the Accounts Receivable Manager to monitor receivable income</li> <li>Assisting in creating project-related documents and bills</li> <li>Closing completed project accounts</li> <li>Presenting project account details during audits</li> <li>Conducting project budget forecasting</li> <li>Staying up-to-date with the latest developments in the financial sector</li> </ul>

Job Code	Job Title	Responsibilities
1053	Revenue Cycle Analyst	<ul style="list-style-type: none"> <li>Reviewing revenue and expenses</li> <li>Planning, developing, and implementing an effective revenue cycle process</li> <li>Examining invoice generation process and suggesting ways to improve</li> <li>Generating revenue collection reports and overseeing pending payment collection processes</li> <li>Assisting and supervising in bookkeeping practices</li> <li>Analyzing and undertaking revenue and budget forecasting</li> <li>Performing revenue cycle analysis</li> <li>Responding to customer inquiries and complaints professionally and in a timely manner</li> <li>Suggesting ways to prevent payment delays and effective account handling</li> <li>Examining and recommending ways for revenue generation and growth</li> <li>Staying up to date with the latest developments in the revenue cycle management and accounting industry</li> <li>Researching and identifying new trends in the financial market</li> <li>Liaising between clients and internal accounting departments</li> </ul>
1054	Senior Accountant	<ul style="list-style-type: none"> <li>Prepare accurate financial information with the help of inputs from the finance team on time.</li> <li>Ensure the integrity of accounting information by verifying, allocating, posting and entering transactions.</li> <li>Prepare error-free accounting reports and their results.</li> <li>Conduct account reconciliation regularly on a monthly or quarterly basis.</li> <li>Analyze the financial statements for any discrepancies and issues.</li> <li>Identify errors and take actions for improvement.</li> <li>Analyze inter company transactions, bank statements and generate invoices.</li> <li>Review accounting systems and make suggestions for improvements.</li> <li>Manage bookkeepers and other accountants.</li> <li>Assist in the department's goal-setting process.</li> <li>Provide support in the month-end and year-end closing process.</li> <li>Provide support in tax returns and tax audit.</li> <li>Plan and assign duties to staff members.</li> <li>Manage and maintain general ledgers.</li> <li>Reconcile accounts payable and receivable.</li> <li>Develop financial procedures to improve efficiency.</li> <li>Prepare and summarize all the transaction reports and financial status which includes a balance sheet, profit &amp; loss statement.</li> <li>Present financial reports to higher management and Accountants.</li> <li>Stay up to date knowledge of the latest business trends.</li> </ul>

Job Code	Job Title	Responsibilities
1055	Senior Auditor	<p>Lead the auditing process and successful completion of financial audits.</p> <p>Draft audit comments and report issues to support findings identified during the fieldwork.</p> <p>Assign duties and tasks to the audit team that is junior and staff auditors.</p> <p>Manage the associates and interns on the auditing process.</p> <p>Analyze financial statements and identify audit-related issues.</p> <p>Develop generally accepted accounting principles (GAAP).</p> <p>Interact with management to gather necessary information.</p> <p>Review and resolve problems faced by staff auditors and make recommendations.</p> <p>Perform various risk and control assessments.</p> <p>Lead, develop and managed the team of junior auditors</p> <p>Perform and lead periodic assessment and testing of controls.</p> <p>Train and guide the internal auditors and control analysts.</p> <p>Ensure timely completion of audits and submission of reports to the auditing manager.</p>
1056	Staff Accountant	<p>Maintaining an updated record of accounting files</p> <p>Preparing expense reports and forecasting budget</p> <p>Providing support in handling and processing tax payments</p> <p>Communicating with clients in understanding any of their accounting issues</p> <p>Undertaking month-end and annual report preparation</p> <p>Maintaining general ledger and records of expenses and assets</p> <p>Reconciling bank statements, balance sheets, and tax documents</p> <p>Assisting in preparing documents for internal and external audits</p> <p>Providing support to clients on financial matters</p> <p>Adhering to accounting laws and regulations</p> <p>Coordinating with the Accounting Manager regarding daily accounting operations</p> <p>Keeping a track of finance processing and reporting deadlines</p> <p>Entering daily financial transactions and activities in the accounting software</p> <p>Preparing spreadsheets and verifying financial operations</p> <p>Following up on payments and disbursements via email and phone calls</p> <p>Examining internal accounting practices/procedures and suggesting changes/improvements</p> <p>Researching, reviewing, and interpreting financial data</p>

Job Code	Job Title	Responsibilities
1057	Tax Accountant	<p>Prepare for tax payments.</p> <p>Develop a strategy for tax data collection.</p> <p>Complete tax reporting on time.</p> <p>Prepare the necessary financial information for management.</p> <p>Update and manage the company's tax database.</p> <p>Identify the process errors that caused incorrect tax filings.</p> <p>Complete the required paperwork for tax payments as well as the returns</p> <p>Suggest tax strategies by researching federal, state, and local taxation issues.</p> <p>Determine tax savings.</p> <p>Coordinate with internal and external auditors.</p> <p>Forecast future tax requirements to the Senior Tax Manager and take the required measures.</p> <p>Negotiate with tax authorities.</p> <p>Inspect and identify various areas where businesses can reduce tax, make claims and increase profit.</p> <p>Stay up to date with the latest information by participating in educational opportunities, reading professional publications and maintaining personal networks.</p>
1058	Tax Manager	<p>Plan, manage and develop over all aspects of the company's tax process.</p> <p>Deliver a full range of tax services within a given period.</p> <p>Build and maintain healthy relationships with clients.</p> <p>Provide inventive tax planning and review intricate income tax returns.</p> <p>Implement opportunities for process improvement in company tax procedures.</p> <p>Manage and support members of the tax team.</p> <p>Identify tax risks.</p> <p>Mentor accounting staff and review their performance.</p> <p>Manage tax provision and tax compliance process.</p> <p>Coordinate with tax audits and special tax-related projects.</p> <p>Maintain tax balances on general ledger.</p> <p>Prepare all tax papers on a regular basis.</p> <p>Review quarterly tax projections.</p> <p>Timely filing of consolidated federal, state and local income tax returns and other business filings.</p> <p>Monitor legislative and regulatory tax law development and create strategies to capitalize on changes to taxation legislation.</p> <p>Provide help in minimizing tax risk in regards to acquisitions, mergers, and various other business dealings.</p> <p>Ensure compliance with laws and regulations.</p>

Job Code	Job Title	Responsibilities
2001	Administrative Assistant	<p>Manage the work process and allocate assignments to other regulatory employees.</p> <p>Provide assistance to train staff individuals and new employees.</p> <p>Implement and screen programs as coordinated by the administration and see the projects through to fulfillment.</p> <p>Respond to inquiries for all kinds of information related to the organization.</p> <p>Provide assistance with other administrative and clerical duties which include scanning, mailing, and copying to management.</p> <p>Maintain computer systems, fax, and photocopier machines.</p> <p>Maintain office supplies, check inventory and request office items whenever required.</p> <p>Coordinate and schedule appointments, meetings and travel arrangements for Managers.</p> <p>Respond to emails and answer phone calls as and when required.</p> <p>Maintain office policies and procedures.</p> <p>Supervise, organize and maintain files and databases in a confidential manner.</p> <p>Coordinate the maintenance and repair of office equipment.</p>
2002	Administrative Coordinator	<p>Responding, assigning, and distributing incoming mails</p> <p>Routing incoming phone calls</p> <p>Preparing and maintaining office expense reports</p> <p>Scheduling internal/external meetings</p> <p>Maintaining and updating employee records</p> <p>Reviewing and placing orders for office supplies as and when needed</p> <p>Making a note a client queries and processing the same to the relevant department</p> <p>Coordinating with the HR Manager in reviewing and updating office policies</p> <p>Ensuring all employees adhere to the office policies and regulations</p> <p>Communicating with the Accounting department regarding employee payrolls</p> <p>Booking conference rooms for meetings</p> <p>Maintaining and updating database</p> <p>Greeting and responding to visitors in a professional manner</p> <p>Liaising between employees and third parties</p> <p>Making travel arrangements whenever necessary</p> <p>Ensuring all office equipment are in working order and maintaining office space hygiene</p>

Job Code	Job Title	Responsibilities
2003	Administrator	<p>Responding to incoming calls, emails, and queries from customers</p> <p>Writing minutes of the meetings</p> <p>Scheduling appointments, booking conference rooms, and making travel arrangements for the staff</p> <p>Reviewing and maintaining office inventory</p> <p>Preparing and maintaining expense reports</p> <p>Creating, maintaining, and updating employee record reports</p> <p>Distributing hard copies of emails to the relevant departments</p> <p>Organizing and filing company documents</p> <p>Updating office policies and protocols when required</p> <p>Ensuring all employees adhere to the office policies</p> <p>Greeting and assisting customers</p> <p>Processing invoices to the Accounting department</p> <p>Generating and maintaining vendor files</p> <p>Preparing memos and presentations</p> <p>Supervising the maintenance of office equipment and facilities</p> <p>Undertaking data entry</p> <p>Managing and updating the agendas and travel schedules of the senior management</p> <p>Coordinating office events and activities</p>
2004	Business Consultant	<p>Classify and execute assigned business projects on behalf of the clients (payroll, recruiting, promotional campaigns etc) according to the client's needs.</p> <p>Coordinate with assigned clients when required and perform an initial assessment of a challenging situation.</p> <p>Gather vital information about the client's business via a variety of methods.</p> <p>Evaluate and interpret data to unearth problems and weaknesses. Comprehend the fundamental causes for the same.</p> <p>Develop detailed business plans that help impel small or radical changes.</p> <p>Provide assistance for any occurring issues and challenges.</p> <p>Assist Human Resources Department with hiring and training activities.</p> <p>Help clients implement the plan and resolve occasional discrepancies if any.</p>

Job Code	Job Title	Responsibilities
2005	Chief Administrative Officer	<p data-bbox="698 186 1592 215">Ensure the business is running smoothly according to the policies of the company.</p> <p data-bbox="698 256 1659 285">Provide maximum input to the company and increase output through strategic planning.</p> <p data-bbox="698 327 1335 355">Set goals for departments and ensure they are timely met.</p> <p data-bbox="698 397 1888 426">Manage daily operations of the departments and ensure they are working according to the company policies.</p> <p data-bbox="698 467 1346 496">Inspect the resource distributions and manage on a budget.</p> <p data-bbox="698 537 1783 566">Evaluate the employees on the basis of performance along with the Human Resources Department.</p> <p data-bbox="698 608 1263 636">Train the junior staff according to the requirements.</p> <p data-bbox="698 678 1290 707">Troubleshoot any administrative issues that may arise.</p> <p data-bbox="698 748 1749 777">Report and present documented reports to the Chief Executive Officer and other top executives.</p>

Job Code	Job Title	Responsibilities
2006	Data Entry Operator	<p>Maintain an employee database and their useful information in an accurate manner.</p> <p>Update customer data on a daily basis through useful information.</p> <p>Review data deficiencies or errors, correct incompatibilities if possible and check the output of the authorization document.</p> <p>Check the data for accuracy and sort it according to the source documents.</p> <p>Verify and update data before entering it in the database.</p> <p>Enter data and fill in for the missing information through research and coordination from the concerned department.</p> <p>Apply data program techniques and procedures.</p> <p>Prepare the backup of all the data and information.</p> <p>Make reports and prepare data in a useful manner.</p> <p>Follow company policies and comply with data integrity.</p> <p>Keep confidential information securely.</p>

Job Code	Job Title	Responsibilities
2007	District Manager	<p data-bbox="698 186 1585 215">Interaction with the management and the branch managers on a day to day basis.</p> <p data-bbox="698 256 1480 285">Guarantee that all the operations are running smoothly in every branch.</p> <p data-bbox="698 327 1227 355">Ensure that revenues and outputs are increased.</p> <p data-bbox="698 397 1317 426">Estimate the sales and arrange the materials accordingly.</p> <p data-bbox="698 467 1178 496">Encourage employees for maximum growth.</p> <p data-bbox="698 537 1742 566">Recommend employees to the upper management team on the basis of performance and input.</p> <p data-bbox="698 608 1621 636">Implement strategic planning and applying new techniques to maximize the revenue.</p> <p data-bbox="698 678 1308 707">Ensure that each branch provides customer satisfaction.</p> <p data-bbox="698 748 1966 818">Recruit and train a team of highly professional branch managers which represent the branch according to company's perspective.</p>

Job Code	Job Title	Responsibilities
2008	Executive Secretary	<p data-bbox="698 186 1518 215">Creating, managing, and updating the day-to-day schedule of the Executive</p> <p data-bbox="698 256 1323 285">Scheduling and prioritizing important Executive meetings</p> <p data-bbox="698 327 1413 355">Making travel arrangements and handling Executive's phone calls</p> <p data-bbox="698 397 1451 426">Redirecting important phone calls and urgent emails to the Executive</p> <p data-bbox="698 467 1330 496">Handling and filing important and confidential documents</p> <p data-bbox="698 537 1245 566">Liaising between the Executive and staff members</p> <p data-bbox="698 608 1122 636">Writing down minutes of the meetings</p> <p data-bbox="698 678 1093 707">Preparing presentations and reports</p> <p data-bbox="698 748 1413 777">Maintaining detailed and accurate records of all correspondences</p> <p data-bbox="698 818 1420 847">Negotiating contract terms and quotes with vendors and suppliers</p> <p data-bbox="698 888 909 917">Processing invoices</p> <p data-bbox="698 959 1514 987">Communicating any urgent appointments or cancellations to the Executive</p> <p data-bbox="698 1029 1149 1058">Greeting and assisting visitors/customers</p> <p data-bbox="698 1099 887 1128">Taking dictations</p>

Job Code	Job Title	Responsibilities
2009	File Clerk	<p data-bbox="698 186 1346 215">Manage all the paperwork and create copies for the record.</p> <p data-bbox="698 260 1077 288">Maintain the bookkeeping ledgers.</p> <p data-bbox="698 333 1715 362">Organize all the data according to date and categorize them so that they are easily accessible.</p> <p data-bbox="698 406 1043 435">Update records on a daily basis.</p> <p data-bbox="698 480 1066 509">Keep the important files securely.</p> <p data-bbox="698 553 1285 582">Preserve the confidentiality of the private documents.</p> <p data-bbox="698 627 1323 655">Convert hard copies into soft copies by scanning the files.</p> <p data-bbox="698 700 1601 729">Ensure that kept documents are easily retrievable to the employees when required</p> <p data-bbox="698 774 1391 802">Help people to find information and files as and when required.</p> <p data-bbox="698 847 1637 876">Maintain friendly relations with customers through efficient customer service attitude</p>

Job Code	Job Title	Responsibilities
2010	Front Office Manager	<p data-bbox="696 185 1541 220">Train and motivate Front Office personnel according to the company policies.</p> <p data-bbox="696 256 1290 292">Ensure the front desk is always clean and presentable.</p> <p data-bbox="696 328 1496 363">Ensure all the stationery and materials are present and available in stock.</p> <p data-bbox="696 400 999 435">Manage the shift rotations.</p> <p data-bbox="696 472 1323 507">Respond to complaints and queries timely and efficiently.</p> <p data-bbox="696 544 1267 579">Manage the junior staff professionally and patiently.</p> <p data-bbox="696 616 1424 651">Ensure call center agents are providing the best customer services.</p> <p data-bbox="696 687 1608 722">Evaluate the front desk staff on the basis of performance and customer orientation.</p> <p data-bbox="696 759 1249 794">Implement budget costing and planning strategies.</p> <p data-bbox="696 831 1155 866">Manage the staff in emergency situations.</p>

Job Code	Job Title	Responsibilities
2011	Managing Director	<p>Manage and evaluate the activities of employees.</p> <p>Provide instructions to employees as required.</p> <p>Prepare and execute business strategies.</p> <p>Manage agendas for the managed entity as well as for the separate projects.</p> <p>Assess costs and rewards against the budget for the long term.</p> <p>Investigate and inspect production, merchandise, and competitors to make well informed planned decisions.</p> <p>Generate initiatives to take benefits of market opportunities, decrease administration dangers, predict business threats and increases inner strengths.</p> <p>Recognize central capabilities and illuminate operative objectives.</p> <p>Coordinate with the Board of Directors to ensure that all the efforts are in order.</p> <p>Develop strategic advice to the Board of Directors</p> <p>Establish company policies and legal guidelines</p> <p>Develop and implement comprehensive business plans.</p> <p>Oversee the market changes and forces that influence the company.</p>

Job Code	Job Title	Responsibilities
2012	Office Clerk	<p data-bbox="698 186 1344 215">Updating the records and files so they are easily accessible.</p> <p data-bbox="698 260 1675 288">Ensuring the mails are delivered to the respective person and manage the outgoing mails.</p> <p data-bbox="698 333 1413 362">Collecting and forwarding the messages to the respective person.</p> <p data-bbox="698 406 1507 435">Issuing bills and keeping a record of other invoices for the office expenses.</p> <p data-bbox="698 480 1055 509">Taking dictations when required.</p> <p data-bbox="698 553 1256 582">Arranging meetings and refreshments for the staff.</p> <p data-bbox="698 627 1211 655">Performing different office management tasks.</p> <p data-bbox="698 700 1263 729">Arranging office supplies and maintaining the stock.</p> <p data-bbox="698 774 1288 802">Providing assistance to the employees when required.</p>

Job Code	Job Title	Responsibilities
2013	Office Coordinator	<p data-bbox="698 186 1122 215">Planning a proper workflow procedure.</p> <p data-bbox="698 260 1115 288">Performing basic accounting activities.</p> <p data-bbox="698 333 1256 362">Greeting the clients and visitors with a smiling face.</p> <p data-bbox="698 406 1144 435">Organizing the meeting and conferences.</p> <p data-bbox="698 480 1111 509">Performing clerical duties as required.</p> <p data-bbox="698 553 1155 582">Maintaining the record and filing systems.</p> <p data-bbox="698 627 1229 655">Setting appointments as per the staff availability.</p> <p data-bbox="698 700 1317 729">Resolving any queries and questions asked by the clients.</p> <p data-bbox="698 774 1200 802">Maximizing the efficiency of office operations.</p> <p data-bbox="698 847 1312 876">Checking office supplies and restocking them as needed.</p> <p data-bbox="698 920 1084 949">Monitoring the office expenditures.</p> <p data-bbox="698 994 994 1023">Supervising the office staff.</p> <p data-bbox="698 1067 1263 1096">Maintaining a healthy relationship with the vendors.</p> <p data-bbox="698 1141 1375 1169">Attending meetings to note down the minutes of the meeting.</p>

Job Code	Job Title	Responsibilities
2014	Office Manager	<p data-bbox="698 186 1541 215">Organizing and scheduling meetings and appointments within the office staff.</p> <p data-bbox="698 256 1727 285">Designing and implementing the office policies when necessary while coordinating with the HR</p> <p data-bbox="698 327 1211 355">Maintaining healthy relations with the vendors.</p> <p data-bbox="698 397 1196 426">Negotiating with vendors with office supplies.</p> <p data-bbox="698 467 1005 496">Managing the office budget.</p> <p data-bbox="698 537 1249 566">Ensuring the operations run smoothly in the office.</p> <p data-bbox="698 608 1028 636">Maintaining office equipment.</p> <p data-bbox="698 678 1341 707">Providing support and necessary information to the visitors</p> <p data-bbox="698 748 1294 777">Helping the HR Department in recruiting the new staff.</p> <p data-bbox="698 818 1453 847">Resolving management issues between employees and management.</p> <p data-bbox="698 888 1227 917">Planning conferences and meetings for the staff.</p> <p data-bbox="698 959 1800 987">Providing staff with all the necessary arrangements regarding travel plans or meeting with the clients.</p>

Job Code	Job Title	Responsibilities
2015	Operations Manager	<p>Enhance operational frameworks, procedures and best practices.</p> <p>Purchase materials, design stock and ensure warehouse productivity.</p> <p>Contribute to the accomplishment of the company's strategic and operational objectives.</p> <p>Analyze financial information and utilize them to enhance profit.</p> <p>Perform quality controls and screen KPIs.</p> <p>Train, direct and appraise along with the Human Resources Department.</p> <p>Manage staff levels, hours, wages, contract labor to revenues.</p> <p>Coordinate with the management team to set or implement new procedures and policies.</p> <p>Establish pricing and contracts.</p> <p>Ensure proper maintenance.</p> <p>Serve as primary liaison with utilities and local government agencies such as police, fire, etc.</p> <p>Supervise accounts payable and accounts receivable departments.</p> <p>Monitor day to day activities to maximize productivity, efficiency, and profits for the organization as a whole.</p> <p>Work smoothly with the Board of Directors to determine values and missions.</p>

Job Code	Job Title	Responsibilities
2016	Program Coordinator	<p data-bbox="696 188 1570 217">Support day to day preparation and arrangement of a program and its activities.</p> <p data-bbox="696 260 1487 288">Formulate calls, meetings, and events to keep the daily agenda updated.</p> <p data-bbox="696 331 1626 360">Maintain and manage communications through social media, public associations, etc.</p> <p data-bbox="696 403 1854 432">Supervise daily operations of all programs, such as recruitment, appointment, and manage staff members.</p> <p data-bbox="696 475 1043 504">Plan and track budgetary items.</p> <p data-bbox="696 547 1379 576">Evaluate activities for positive outcomes and legal compliance.</p> <p data-bbox="696 619 1632 647">Maintain and upgrade daily schedules, project files, procedures, reports, and budgets.</p> <p data-bbox="696 691 1823 719">Assist in the establishment of undeniable affiliations with team members and peripheral parties as well.</p> <p data-bbox="696 762 1133 791">Develop crisis management procedures.</p> <p data-bbox="696 834 1850 863">Make appropriate use of technology for all applications such as presentations and video conferencing etc.</p> <p data-bbox="696 906 1458 935">Create detailed reports on the programs that are in-process currently.</p> <p data-bbox="696 978 1912 1007">Schedules and organize program development work plan in accordance with funds limitations and specification.</p>

Job Code	Job Title	Responsibilities
2017	Project Coordinator	<p>Coordinating daily operations with the Project Manager</p> <p>Planning and handling project schedules and timelines</p> <p>Assigning tasks to team members</p> <p>Updating senior management on the project status</p> <p>Suggesting cost-effective and profitability measures</p> <p>Communicating project deadlines and ensuring completion of the same</p> <p>Participating and giving presentations at meetings and events</p> <p>Communicating project's status and objectives with clients</p> <p>Addressing client queries</p> <p>Monitoring project budget and expenses</p> <p>Implementing any changes to the project</p> <p>Offering administrative support whenever required</p> <p>Developing and implementing project strategies</p> <p>Ensuring all projects adhere to the safety guidelines and company standards</p>

Job Code	Job Title	Responsibilities
2018	Secretary	<p data-bbox="698 186 1285 215">Greeting visitors and responding to telephone queries</p> <p data-bbox="698 256 1285 285">Preparing and managing agendas and event calendars</p> <p data-bbox="698 327 1128 355">Scheduling appointments and meetings</p> <p data-bbox="698 397 1010 426">Creating memos and reports</p> <p data-bbox="698 467 1615 496">Maintaining and updating contact details of employees, staff members, and vendors</p> <p data-bbox="698 537 1086 566">Regularly updating the filing system</p> <p data-bbox="698 608 1120 636">Reviewing and ordering office supplies</p> <p data-bbox="698 678 1312 707">Making travel arrangements for the senior management</p> <p data-bbox="698 748 1227 777">Monitoring assigned office budget and expenses</p> <p data-bbox="698 818 1491 847">Prioritizing and assigning urgent workloads to the respective department</p> <p data-bbox="698 888 1601 917">Analyzing and processing bill payments and invoices to the Accounting department</p> <p data-bbox="698 959 1496 987">Developing, updating, and implementing office procedures and protocols</p> <p data-bbox="698 1029 1335 1058">Taking photocopies and printouts of important documents</p> <p data-bbox="698 1099 1559 1128">Assisting in setting up repairs/maintenance appointments for office equipment</p>

Job Code	Job Title	Responsibilities
2019	Senior Administrative Assistant	<p>Scheduling meetings and conferences</p> <p>Booking travel arrangements for the senior management</p> <p>Organizing, entering, and updating the business events calendar</p> <p>Updating office policies and procedures</p> <p>Writing minutes of the meeting</p> <p>Addressing customer phone call or email queries or processing the same to the respective department</p> <p>Maintaining and updating filing systems</p> <p>Preparing budget reports and presentations</p> <p>Greeting visitors and offering required assistance</p> <p>Distributing hard copies of emails to the appropriate department</p> <p>Maintaining a record of company expenses</p> <p>Reviewing and ordering office supplies</p> <p>Coordinating with the senior management and drafting agendas for meetings</p> <p>Arranging for transportation facilities for the staff members</p>

Job Code	Job Title	Responsibilities
2020	Staff Assistant	<p>Maintaining paperwork for the office procedures.</p> <p>Organizing data and files in the office.</p> <p>Maintaining employee records.</p> <p>Organizing meetings and workshops for the employees.</p> <p>Responding to the employee complaints and forwarding them to the Human Resource department.</p> <p>Maintaining the office supply database and managing the stock.</p> <p>Maintaining healthy relations with the employees.</p> <p>Making arrangements for office workshops.</p> <p>Ensuring that the conference room is fully prepared before the meeting.</p> <p>Ensuring all the office manuals and safety manuals are delivered to the employees.</p>

Job Code	Job Title	Responsibilities
2021	Team Leader	<p data-bbox="696 188 2045 215">Administering, controlling and directing the day to day activities and operations of facilities and programs in assigned areas.</p> <p data-bbox="696 260 1758 287">Assisting the administration with recruiting processes, training, and development of new recruits.</p> <p data-bbox="696 331 1624 359">Communicating the concerns and policies among administration and team members.</p> <p data-bbox="696 403 1482 430">Handling inquiries and complaints from both staffs as well as the clients.</p> <p data-bbox="696 475 1332 502">Managing inventory and ordering stock (when applicable).</p> <p data-bbox="696 547 1294 574">Helping with promotional events and personnel duties.</p> <p data-bbox="696 619 1682 646">Organizing team gatherings and meetings to contemporize all workers on skillful practices.</p> <p data-bbox="696 691 1868 718">Creating substantial reports regarding the team activities, deadlines and aims relating to the assigned tasks.</p> <p data-bbox="696 762 1727 790">Using different strategies to motivate team members (gamification, empowerment, trust, etc).</p> <p data-bbox="696 834 1939 861">Communicating with the team members professionally with regard to their duties, assignments, and expectations.</p> <p data-bbox="696 906 2029 933">Developing strategies to elevate the team member's adherence to organizational regulations and performance objectives.</p> <p data-bbox="696 978 1966 1005">Assuring that company brand materials and physical working spaces meet and exceed the presentation benchmarks.</p>

Job Code	Job Title	Responsibilities
2022	Translator	<p>Analyze the given materials and documents</p> <p>Convert written materials into desired languages</p> <p>Research industry-specific terminologies and technical terms, if required</p> <p>Ensure the documents are converted to other languages properly</p> <p>Ensure the translation conveys the same meaning and tone</p> <p>Provide subtitles for the presentations in the target language</p> <p>Ensure the quality of the translated material is maintained by taking references from other reliable sources and dictionaries</p> <p>Check for grammar, punctuation and other mistakes</p> <p>Coordinate with team members and subject matter experts to ensure that translation meets their requirements</p> <p>Ensure that you meet deadlines irrespective of the workload</p>

Job Code	Job Title	Responsibilities
2023	Typist	<p data-bbox="701 186 1559 215">Review completed work for grammar, spelling, punctuation errors, and format.</p> <p data-bbox="701 256 2069 285">Perform general office clerical duties such as answering the telephone, sorting and distributing mail, running errands or so on.</p> <p data-bbox="701 327 2013 391">Type correspondence, reports, text and other written material including rough drafts, corrected copies, voice recordings, computer word processor, and so on.</p> <p data-bbox="701 432 1167 461">Ensure the data is accurate and up to date.</p> <p data-bbox="701 502 1697 531">Ensure that the typed documents are accessible to all the employees as and when required.</p> <p data-bbox="701 572 1227 601">Transfer data from hard copy to the digital form.</p> <p data-bbox="701 643 1411 671">Proofread, identify and edit the grammatical mistakes and errors.</p> <p data-bbox="701 713 1406 742">Interpret documents from the dictated tapes or voice recordings.</p> <p data-bbox="701 783 1184 812">Assemble and formulate the typing material.</p> <p data-bbox="701 853 1583 882">Compose and devise presentations and spreadsheets from existing files and data.</p> <p data-bbox="701 924 1178 952">Follow the security policies of the company.</p>

Job Code	Job Title	Responsibilities
2024	Virtual Assistant	<p data-bbox="696 188 1061 215">Scheduling meetings with clients.</p> <p data-bbox="696 260 1178 287">Providing assistance to the clients remotely.</p> <p data-bbox="696 331 1261 359">Responding to the inquiries and concerns of clients.</p> <p data-bbox="696 403 1296 430">Communicating with clients via phone calls and emails.</p> <p data-bbox="696 475 1171 502">Offering outstanding customer satisfaction.</p> <p data-bbox="696 547 1198 574">Maintaining and preparing contact databases.</p> <p data-bbox="696 619 1321 646">Handling customer information in a professional manner.</p> <p data-bbox="696 691 1420 718">Noting down the conversation made virtually for future reference.</p> <p data-bbox="696 762 1171 790">Making travel arrangements for the clients.</p> <p data-bbox="696 834 1234 861">Managing social media accounts of the company.</p> <p data-bbox="696 906 1182 933">Preparing a report on customer information.</p> <p data-bbox="696 978 1368 1005">Creating presentations as per the requirements of the clients.</p> <p data-bbox="696 1050 1283 1077">Performing administrative tasks as and when needed.</p> <p data-bbox="696 1121 1413 1149">Organizing meetings and appointment schedules of the Manager.</p>

Job Code	Job Title	Responsibilities
3001	Crane Operator	<p data-bbox="696 186 1697 217">Operate different types of cranes and hoists under expert supervision on a day to day basis.</p> <p data-bbox="696 256 1088 287">Lift attach loads with high accuracy.</p> <p data-bbox="696 327 1352 357">Work in compliance with safety regulations and procedures.</p> <p data-bbox="696 397 1984 427">Prepare and update daily log of material transportation which includes the position of materials and type of materials.</p> <p data-bbox="696 467 1498 497">Present the day to day report to the Site Supervisor and Project Engineer.</p> <p data-bbox="696 537 1200 568">Employ levers, pedals, and buttons efficiently.</p> <p data-bbox="696 608 1256 638">Ensure all loads are in accordance with crane limits.</p> <p data-bbox="696 678 1352 708">Assemble and set up crane towers at the Construction sites.</p> <p data-bbox="696 748 1223 778">Maintain heavy lifting cables on a uniform basis.</p> <p data-bbox="696 818 1505 849">Stay updated about your knowledge of crane functions and its operations.</p>

Job Code	Job Title	Responsibilities
3002	Asphalt Laborer	<p data-bbox="696 188 1256 215">Clearing the roads, pathways of any dirt and debris</p> <p data-bbox="696 260 1099 287">Pouring and setting asphalt on roads</p> <p data-bbox="696 331 1429 359">Smoothing and surfacing roads and pathways after pouring asphalt</p> <p data-bbox="696 403 1016 430">Sweeping and lining the road</p> <p data-bbox="696 475 1043 502">Assisting in offloading the truck</p> <p data-bbox="696 547 1171 574">Gathering hand tools required for the work</p> <p data-bbox="696 619 992 646">Measuring the paving area</p> <p data-bbox="696 691 1267 718">Directing traffic to avoid disturbing the asphalt work</p> <p data-bbox="696 762 1133 790">Guiding the tractor and screed operator</p> <p data-bbox="696 834 1021 861">Arranging water to the rollers</p> <p data-bbox="696 906 1332 933">Cleaning the power broom and plate compaction machine</p> <p data-bbox="696 978 1491 1005">Clearing the area of all equipment and machinery upon work completion</p>

Job Code	Job Title	Responsibilities
3003	Assistant Site Manager	<p data-bbox="696 186 1290 215">Overseeing on-site laborers and Construction Workers</p> <p data-bbox="696 256 1435 285">Ensuring building materials and equipment are available at all times</p> <p data-bbox="696 327 1200 355">Monitoring construction budget and expenses</p> <p data-bbox="696 397 1395 426">Providing clients with the appropriate work completion timeline</p> <p data-bbox="696 467 1715 496">Coordinating daily onsite activities with the Site Supervisor and Construction Project Manager</p> <p data-bbox="696 537 1281 566">Liaising between clients and subcontractors/suppliers</p> <p data-bbox="696 608 1171 636">Planning and implementing work schedules</p> <p data-bbox="696 678 1469 707">Adhering to the construction industry standards and safety regulations</p> <p data-bbox="696 748 1312 777">Reviewing and communicating onsite progress to clients</p> <p data-bbox="696 818 1081 847">Undertaking site safety inspections</p> <p data-bbox="696 888 1104 917">Preparing and presenting site reports</p> <p data-bbox="696 959 1160 987">Negotiating contract terms and conditions</p> <p data-bbox="696 1029 1178 1058">Offering to help secure licenses and permits</p>

Job Code	Job Title	Responsibilities
3004	Assistant Superintendent	<p data-bbox="701 186 1223 215">Developing and implementing project schedules</p> <p data-bbox="701 256 1554 285">Ensuring that the project is completed as per the assigned timeline and budget</p> <p data-bbox="701 327 1435 355">Meeting with clients and discussing their construction requirements</p> <p data-bbox="701 397 1581 426">Scheduling and assisting the Building Inspector in conducting building inspections</p> <p data-bbox="701 467 1789 496">Coordinating day-to-day activities with the Construction Manager and Construction Project Manager</p> <p data-bbox="701 537 1469 566">Maintaining and updating the project reports in the company database</p> <p data-bbox="701 608 1319 636">Attending meetings for an effective project management</p> <p data-bbox="701 678 1594 707">Ensuring that the construction sites have the necessary equipment and manpower</p> <p data-bbox="701 748 1162 777">Attending training sessions and workshops</p> <p data-bbox="701 818 1413 847">Checking with safety guidelines are followed on construction sites</p> <p data-bbox="701 888 1883 917">Acting as an intermediary between clients and team members and fostering long-term business relationships</p>

Job Code	Job Title	Responsibilities
3005	Bricklayer	<p data-bbox="698 186 1066 215">Understanding the building plans.</p> <p data-bbox="698 256 1151 285">Interpreting and analyzing the blueprints.</p> <p data-bbox="698 327 1070 355">Measuring the brick layering area.</p> <p data-bbox="698 397 1140 426">Determining the alignment of the bricks.</p> <p data-bbox="698 467 1160 496">Distinguishing the thickness of the mortar.</p> <p data-bbox="698 537 1167 566">Spreading the mortar that serves as a base.</p> <p data-bbox="698 608 1218 636">Making use of the trowel as and when required.</p> <p data-bbox="698 678 1144 707">Positioning the bricks on the mortar bed.</p> <p data-bbox="698 748 1133 777">Removing excess mortar using a trowel.</p> <p data-bbox="698 818 1167 847">Filling the small spaces between the bricks.</p> <p data-bbox="698 888 1359 917">Using plumb bob and gauge line to determine the alignment.</p> <p data-bbox="698 959 1319 987">Welding the metal parts to the steel structural members.</p> <p data-bbox="698 1029 1039 1058">Plastering the walls and ceiling.</p> <p data-bbox="698 1099 1122 1128">Making use of different types of bricks.</p>

Job Code	Job Title	Responsibilities
3006	Building Inspector	<p data-bbox="696 188 1496 217">Visiting and inspecting pre-construction areas by performing land surveys</p> <p data-bbox="696 260 1346 288">Analyzing building plans, blueprints, and technical drawings</p> <p data-bbox="696 331 1503 360">Ensuring that the construction materials used are as per quality standards</p> <p data-bbox="696 403 1554 432">Reviewing the foundation depth and quality to ensure that it does not crumble</p> <p data-bbox="696 475 1429 504">Inspecting plumbing, sewage, and electrical systems in the building</p> <p data-bbox="696 547 1279 576">Checking the construction and lifting machinery used</p> <p data-bbox="696 619 1444 647">Maintaining an accurate and detailed record of the construction logs</p> <p data-bbox="696 691 1442 719">Verifying the dimensions of alignment, elevation, and building levels</p> <p data-bbox="696 762 1505 791">Issuing stop-work orders and violation notices in case of any discrepancies</p> <p data-bbox="696 834 1339 863">Examining and issuing construction and occupancy permits</p> <p data-bbox="696 906 1361 935">Investigating repair and alteration work of existing structures</p> <p data-bbox="696 978 1543 1007">Assessing the condition of buildings and construction sites at different phases</p> <p data-bbox="696 1050 2047 1078">Measuring the construction sites using measuring instruments like tapes, Mechanical Carpenter's Pencil, and Laser Measure</p>

Job Code	Job Title	Responsibilities
3007	Cabinet Maker	<p>Using hand tools and woodworking machinery for cutting, trimming, and shaping wood</p> <p>Making use of adhesives for fitting different cabinet components</p> <p>Applying polish or stain to ready furniture</p> <p>Sanding surfaces to remove any unevenness</p> <p>Repairing old furniture</p> <p>Reading and interpreting blueprints</p> <p>Outlining and cutting wood as per the dimensions</p> <p>Developing work completion timeline</p> <p>Assembling cabinet components using screws and hammers</p> <p>Ensuring all dimensions are correct</p> <p>Verifying the alignment of door handles, side panels, and hinges</p> <p>Selecting appropriate materials and tools</p> <p>Creating custom cabinet components</p> <p>Advising clients on the appropriate care for finished products</p>

Job Code	Job Title	Responsibilities
3008	Cable Installer	<p data-bbox="698 186 1111 215">Understanding the cable layout plans.</p> <p data-bbox="698 256 1137 285">Testing all the cables before installation.</p> <p data-bbox="698 327 1077 355">Organizing the cable in neat order.</p> <p data-bbox="698 397 1155 426">Installing the cables in the required areas.</p> <p data-bbox="698 467 1263 496">Repairing telecommunication cable and equipment.</p> <p data-bbox="698 537 1234 566">Troubleshooting and rectifying faulty equipment.</p> <p data-bbox="698 608 1066 636">Handling complex wiring systems.</p> <p data-bbox="698 678 1182 707">Replacing faulty cable wires and equipment.</p> <p data-bbox="698 748 1211 777">Maintaining the cable as per the specifications.</p> <p data-bbox="698 818 1603 847">Checking the indicators and dials to ensure that the equipment is working properly.</p> <p data-bbox="698 888 1413 917">Pulling up cables between poles and underground, when needed.</p> <p data-bbox="698 959 1249 987">Arriving on the worksite as per the given schedule.</p> <p data-bbox="698 1029 1957 1058">Reviewing the work done before leaving the site and ensuring the cleanliness of the area after the job is completed.</p> <p data-bbox="698 1099 1032 1128">Documenting the work orders.</p>

Job Code	Job Title	Responsibilities
3009	Cable Technician	<p data-bbox="698 186 1146 215">Installing cables as per the specifications.</p> <p data-bbox="698 256 1326 285">Maintaining and repairing the cable and internet systems.</p> <p data-bbox="698 327 1180 355">Identifying faulty cables and replacing them.</p> <p data-bbox="698 397 1068 426">Testing the newly installed cables.</p> <p data-bbox="698 467 1359 496">Following all the cable installation procedures and principles.</p> <p data-bbox="698 537 1330 566">Wearing safety goggles and safety equipment all the time.</p> <p data-bbox="698 608 1061 636">Utilizing cable support structures.</p> <p data-bbox="698 678 1386 707">Interacting with the clients and answering questions, if needed.</p> <p data-bbox="698 748 1061 777">Repairing cable towers and poles.</p> <p data-bbox="698 818 1702 847">Completing all the required paperwork such as timesheet, service orders, and other log files.</p> <p data-bbox="698 888 1117 917">Keeping the work areas clean and tidy.</p> <p data-bbox="698 959 1440 987">Collaborating with the Inventory Manager for supply replenishment.</p> <p data-bbox="698 1029 1406 1058">Operating various power tools, hand tools, and other equipment.</p> <p data-bbox="698 1099 1417 1128">Working smoothly with Cable Installer and other team members.</p>

Job Code	Job Title	Responsibilities
3010	Carpenter	<p>Understand the requirements of the architect or engineer working on the site.</p> <p>Read blueprints and follow instructions accordingly.</p> <p>Follow safety rules and procedures.</p> <p>Fix and maintain the quality of the wooden structures and fixtures.</p> <p>Measure and cut the wooden carpentry materials using electrical hand and power tools.</p> <p>Have knowledge of the latest trends being followed and provide them with customer demand.</p> <p>Cut, shape and smooth lumber according to the necessary measurements.</p> <p>Building frameworks, staircase, cabinets siding, window frames and door using the raw wooden materials.</p> <p>Accurately lay out flooring's, roofing's, and drywall ensuring they are leveled.</p> <p>Repairing the structures and maintain all wooden structures.</p> <p>Install the cabinets, shelves and other furniture items as per the designated places.</p> <p>Construct and repair insulating concrete forms systems.</p> <p>To build scaffolding and other various construction structures.</p>

Job Code	Job Title	Responsibilities
3011	Commercial Construction Project Manager	<p data-bbox="698 186 1155 215">Reviewing and negotiating contract terms</p> <p data-bbox="698 256 1503 285">Examining the cost of raw materials and other resources for every project</p> <p data-bbox="698 327 1178 355">Obtaining construction permits and licenses</p> <p data-bbox="698 397 1182 426">Hiring and supervising the construction staff</p> <p data-bbox="698 467 1370 496">Overseeing the progress of construction projects and workers</p> <p data-bbox="698 537 1688 566">Ensuring that all construction practices adhere to the government guidelines and protocols</p> <p data-bbox="698 608 1471 636">Collaborating and coordinating with stakeholders and external vendors</p> <p data-bbox="698 678 1240 707">Adhering to the construction timeline and budget</p> <p data-bbox="698 748 1491 777">Maintaining and presenting a detailed report on the construction project</p> <p data-bbox="698 818 1393 847">Ensuring that all health and safety standards are being enforced</p> <p data-bbox="698 888 1617 917">Communicating with clients to understand the construction vision and requirements</p> <p data-bbox="698 959 1077 987">Providing a cost estimate to clients</p>

Job Code	Job Title	Responsibilities
3012	Concrete Finisher	<p data-bbox="698 186 1294 215">Reading the plan and noting the area to be worked on.</p> <p data-bbox="698 256 1245 285">Estimating the time for completion of the project.</p> <p data-bbox="698 327 1223 355">Cleaning the surface before starting the project.</p> <p data-bbox="698 397 1227 426">Setting foams as per the concrete requirements.</p> <p data-bbox="698 467 1223 496">Instructing the ready-mix concrete truck drivers.</p> <p data-bbox="698 537 1205 566">Ensuring that the concrete is poured precisely.</p> <p data-bbox="698 608 1370 636">Assisting the truck drivers in discharging the cement properly.</p> <p data-bbox="698 678 1088 707">Setting and spreading the concrete.</p> <p data-bbox="698 748 1258 777">Paying attention to the level of the cement poured.</p> <p data-bbox="698 818 1182 847">Fixing the patches and holes in the concrete.</p> <p data-bbox="698 888 1491 917">Finishing and smoothing the concrete as per desired texture and pattern.</p> <p data-bbox="698 959 1249 987">Using hand and power tools as and when required.</p> <p data-bbox="698 1029 1097 1058">Keeping an eye on weather changes.</p> <p data-bbox="698 1099 1366 1128">Making use of hardening and sealing components if required.</p>

Job Code	Job Title	Responsibilities
3013	Concrete Foreman	<p data-bbox="696 188 1294 217">Managing different stages of the construction projects</p> <p data-bbox="696 260 1491 288">Estimating the number of materials and laborers required for the project</p> <p data-bbox="696 331 1368 360">Reviewing and interpreting blueprints and technical drawings</p> <p data-bbox="696 403 1261 432">Assigning and overseeing the Construction Workers</p> <p data-bbox="696 475 1592 504">Maintaining a record of the number of hours/days taken to complete each project</p> <p data-bbox="696 547 1305 576">Adhering to the safety and health guidelines at all times</p> <p data-bbox="696 619 1637 647">Bringing any construction problems to the notice of the Construction Project Manager</p> <p data-bbox="696 691 1917 719">Ensuring that all activities related to concrete preparations, placement, and installation are conducted smoothly</p> <p data-bbox="696 762 1256 791">Identifying and correcting any construction defects</p> <p data-bbox="696 834 1406 863">Maintaining and updating daily work reports and work schedules</p>

Job Code	Job Title	Responsibilities
3014	Concrete Laborer	<p data-bbox="698 186 1294 215">Mixing, pouring, spreading, and smoothing concrete</p> <p data-bbox="698 256 1037 285">Designing and setting up forms</p> <p data-bbox="698 327 1337 355">Molding expansion joints and edges as per the instructions</p> <p data-bbox="698 397 1523 426">Adding stones, colors, and other decorative items to give it a finishing touch</p> <p data-bbox="698 467 1503 496">Using waterproofing solutions and various sealant to protect the concrete</p> <p data-bbox="698 537 1581 566">Estimating the number of materials required and the project completion timeline</p> <p data-bbox="698 608 1444 636">Reviewing and conducting repairs/restoration of concrete structures</p> <p data-bbox="698 678 1585 707">Clearing the worksite of any stones, debris, and equipment before and after work</p> <p data-bbox="698 748 1296 777">Adhering to the health and safety protocols at all times</p> <p data-bbox="698 818 1619 847">Placing order and arranging for the transportation of materials required for the work</p>

Job Code	Job Title	Responsibilities
3015	Construction Coordinator	<p data-bbox="698 186 1216 215">Understanding the overall construction project.</p> <p data-bbox="698 260 1032 288">Preparing budget for the tasks.</p> <p data-bbox="698 333 1189 362">Developing timesheet for the job to be done.</p> <p data-bbox="698 406 1211 435">Assigning tasks to the Laborer and Contractors.</p> <p data-bbox="698 480 1267 509">Managing the quality of work as and when required.</p> <p data-bbox="698 553 1301 582">Identifying the skills and abilities of the team members.</p> <p data-bbox="698 627 1267 655">Ensuring maximum productivity and quality of work.</p> <p data-bbox="698 700 1386 729">Assisting in schedule management along with Project Manager.</p> <p data-bbox="698 774 1128 802">Visiting the work site on a regular basis.</p> <p data-bbox="698 847 1144 876">Preparing the risk management strategy.</p> <p data-bbox="698 920 1128 949">Handling issues as and when they arise.</p> <p data-bbox="698 994 1055 1023">Monitoring the project progress.</p> <p data-bbox="698 1067 1435 1096">Acting as a point of contact between client, Architect, and Engineer.</p> <p data-bbox="698 1141 1070 1169">Reporting all the completed work.</p>

Job Code	Job Title	Responsibilities
3016	Construction Engineer	<p>Developing construction plans, blueprints, and technical drawings/documents</p> <p>Overseeing and managing construction projects and engineering processes</p> <p>Analyzing and offering technical advice to construction designs</p> <p>Examining and calculating construction/project costs</p> <p>Supervising team members and preparing work schedules</p> <p>Coordinating with Contractors and Suppliers about construction materials and project contracts</p> <p>Ensuring all construction activities comply with the industry standards, safety guidelines, and regulations</p> <p>Documenting detailed and accurate construction records</p> <p>Ensuring construction project completion on time and within the assigned budget</p> <p>Communicating the project progress status with the Construction Project Manager</p> <p>Assessing any discrepancies or potential risks to the project</p> <p>Resolving any technical and developmental issues</p> <p>Preparing a physical dummy of the construction projects</p> <p>Negotiating project contract terms and examining legal requirements</p>

Job Code	Job Title	Responsibilities
3017	Construction Estimator	<p data-bbox="696 188 1384 215">Conduct detailed market research to gather intelligent insights.</p> <p data-bbox="696 260 1525 287">Obtain comprehension of the prerequisites of the venture/program at hand.</p> <p data-bbox="696 331 1391 359">Select metrics to deliver substantial assessments and estimates.</p> <p data-bbox="696 403 1738 430">Prepare estimates as and when directed and submit them to the Construction Project Manager.</p> <p data-bbox="696 475 1507 502">Visit construction sites and other venues to accumulate fundamental data.</p> <p data-bbox="696 547 1106 574">Research and prepare cost estimates.</p> <p data-bbox="696 619 1424 646">Audit archives or consult specialists to gather all fundamental data.</p> <p data-bbox="696 691 1160 718">Assess information and delivery estimates.</p> <p data-bbox="696 762 965 790">Perform analysis for risk.</p> <p data-bbox="696 834 1420 861">Prepare definite reports or offers for submission to proper parties.</p> <p data-bbox="696 906 1424 933">Select profitable deals by assessing offers, statements, and quotes.</p> <p data-bbox="696 978 1599 1005">Cultivate relationships with key vendors (e.g. architects, subcontractors and so on).</p> <p data-bbox="696 1050 1357 1077">Get your team members on board for additional job training.</p>

Job Code	Job Title	Responsibilities
3018	Construction Expeditor	<p data-bbox="698 186 1451 215">Find out stock requirements through technical details and schedules.</p> <p data-bbox="698 260 1574 288">Deal with the requests of material and equipment to meet project prerequisites.</p> <p data-bbox="698 333 1435 362">Organize the delivery of supplies as per the preferences and details.</p> <p data-bbox="698 406 1281 435">Determine issues to accelerate the delivery of orders.</p> <p data-bbox="698 480 1644 509">Assess orders upon arrival to ensure the right quality and amount have been delivered.</p> <p data-bbox="698 553 1303 582">Supervise stock of supplies for various jobs or locations.</p> <p data-bbox="698 627 1718 655">Understand technical specifications of material and equipment to meet the project deadlines.</p> <p data-bbox="698 700 1361 729">Consign orders when required aiming for the timely delivery.</p> <p data-bbox="698 774 1653 802">Prepare and document the right quotation when competing for projects on a cost basis.</p> <p data-bbox="698 847 1574 876">Organize the movement of equipment between different construction locations.</p> <p data-bbox="698 920 1294 949">Keep up great associations with suppliers and vendors.</p> <p data-bbox="698 994 1167 1023">Maintain records precisely in an inventory.</p>

Job Code	Job Title	Responsibilities
3019	Construction Foreman	<p data-bbox="696 188 1308 215">Supervise all the operations and workers on the job site.</p> <p data-bbox="696 260 1413 287">Evaluate the staff according to their performance and capabilities.</p> <p data-bbox="696 331 1480 359">Ensure that the workers are following blueprints and construction plans.</p> <p data-bbox="696 403 1227 430">Assure the safety procedures are being followed.</p> <p data-bbox="696 475 1173 502">Report the work progress on a weekly basis.</p> <p data-bbox="696 547 1742 574">Determine the time limit for the tasks and make sure it is completed on the decided time frame.</p> <p data-bbox="696 619 1778 646">Coordinate with the HR department to recruit and train the staff according to the need of a project.</p> <p data-bbox="696 691 1688 718">Plan the schedule of working hours and shifts of the workers according to the requirement.</p> <p data-bbox="696 762 1854 790">Troubleshoot any issues that occur on the construction site and report them to the Construction Manager.</p>

Job Code	Job Title	Responsibilities
3020	Construction Inspector	<p data-bbox="696 186 1218 215">Reviewing construction plans and specifications</p> <p data-bbox="696 260 1155 288">Participating in pre-construction meetings</p> <p data-bbox="696 333 1570 362">Ensuring all construction plans meet building codes and government regulations</p> <p data-bbox="696 406 1113 435">Monitoring ongoing construction sites</p> <p data-bbox="696 480 1357 509">Approving construction plans that fulfill all the requirements</p> <p data-bbox="696 553 1653 582">Performing inspections using metering devices, test equipment, and survey instruments</p> <p data-bbox="696 627 1525 655">Maintaining a daily log and photographs of the inspected construction areas</p> <p data-bbox="696 700 1588 729">Ensuring all electrical and plumbing systems adhere to the construction standards</p> <p data-bbox="696 774 1447 802">Issuing stop-work orders and violation notices in case of any defaults</p> <p data-bbox="696 847 1816 876">Conducting inspections of existing structures/buildings post any natural disasters or unforeseen events</p> <p data-bbox="696 920 1644 949">Ensuring that the structures or materials used do not cause any environmental damage</p> <p data-bbox="696 994 1391 1023">Checking and determining the quality of building materials used</p> <p data-bbox="696 1067 1939 1096">Communicating any discrepancies/disagreements to the Construction Manager and Construction Project Manager</p> <p data-bbox="696 1141 1384 1169">Producing written reports of the findings as and when required</p>

Job Code	Job Title	Responsibilities
3021	Construction Laborer	<p data-bbox="698 186 1346 215">Operating different construction equipment and machinery</p> <p data-bbox="698 256 1592 285">Preparing and clearing the construction sites of any debris before the work begins</p> <p data-bbox="698 327 1375 355">Assisting with loading and unloading of construction materials</p> <p data-bbox="698 397 1621 426">Following the instructions given by Construction Engineer and Construction Manager</p> <p data-bbox="698 467 1538 496">Cleaning the work site of any debris and equipment after completion of work</p> <p data-bbox="698 537 1301 566">Assisting in building and demolishing various structures</p> <p data-bbox="698 608 1218 636">Mixing concrete, grout, and plastering solutions</p> <p data-bbox="698 678 1532 707">Ensuring that the construction equipment and machinery is in working order</p> <p data-bbox="698 748 1413 777">Installing traffic control devices during busy hours to divert traffic</p> <p data-bbox="698 818 1048 847">Digging trenches when required</p> <p data-bbox="698 888 1482 917">Assisting in surveying construction sites and measuring road dimensions</p>

Job Code	Job Title	Responsibilities
3022	Construction Manager	<p data-bbox="696 186 1010 212">Hire and train the new staff.</p> <p data-bbox="696 260 1901 285">Oversee all onsite and offsite construction projects to monitor compliance with building and safety regulations</p> <p data-bbox="696 333 1189 359">Estimate the cost and budget for the project.</p> <p data-bbox="696 406 1328 432">Coordinate with Architects and Engineers on a daily basis.</p> <p data-bbox="696 480 1462 505">Make sure that labor and other staff meet the deadline of the project.</p> <p data-bbox="696 553 1451 579">Provide adequate solutions to the issues faced by the staff and labor.</p> <p data-bbox="696 627 1305 652">Evaluate the performance of the employees on the site.</p> <p data-bbox="696 700 1391 726">Make sure that all the work complies with the legal procedures.</p> <p data-bbox="696 774 1382 799">Prepare and maintain schedules and reports on a weekly basis.</p> <p data-bbox="696 847 1693 873">Analyze the difficulties that occur on the site and resolve them in the best possible manner.</p> <p data-bbox="696 920 1314 946">Report the work progress of the staff activity on the site.</p>

Job Code	Job Title	Responsibilities
3023	Construction Project Manager	<p data-bbox="696 188 1451 215">Schedule the project operations and shifts according to the deadline.</p> <p data-bbox="696 260 1267 287">Negotiate with architects, contractors, and vendors.</p> <p data-bbox="696 331 1541 359">Assign duties and responsibilities to workers on the basis of their capabilities.</p> <p data-bbox="696 403 1285 430">Oversee construction workers and their performance.</p> <p data-bbox="696 475 1503 502">Ensure the work is being done according to the building and safety codes.</p> <p data-bbox="696 547 1346 574">Coordinate with the client to understand the requirements.</p> <p data-bbox="696 619 1424 646">Track the inventory on a daily basis and keep a record of the stock.</p> <p data-bbox="696 691 1442 718">Determine any potential difficulties and plan ahead to resolve them.</p> <p data-bbox="696 762 1585 790">Make sure the work environment is safe and healthy for all the workers and staff.</p> <p data-bbox="696 834 1599 861">Ensure all the tools, equipment and materials are readily available for the workers.</p>

Job Code	Job Title	Responsibilities
3024	Construction Superintendent	<p data-bbox="696 188 1234 215">Supervising and managing the construction team</p> <p data-bbox="696 260 1055 287">Coordinating all on-site activities</p> <p data-bbox="696 331 1361 359">Assisting with budget preparation and construction schedule</p> <p data-bbox="696 403 1290 430">Ensuring that the quality and safety standards are met</p> <p data-bbox="696 475 1397 502">Checking construction materials and placing orders for the same</p> <p data-bbox="696 547 1541 574">Conducting regular site inspections to check if the work area is clean and safe</p> <p data-bbox="696 619 1666 646">Coordinating with the Construction Project Manager to ensure project deadlines are met</p> <p data-bbox="696 691 1303 718">Preparing and maintaining reports on the project status</p> <p data-bbox="696 762 1899 790">Communicating with the Construction Engineer and Construction Manager to determine project requirements</p> <p data-bbox="696 834 1169 861">Assisting in obtaining feedback from clients</p> <p data-bbox="696 906 1245 933">Addressing customer queries as and when needed</p>

Job Code	Job Title	Responsibilities
3025	Construction Worker	<p data-bbox="698 186 1384 215">Help tradesmen and machine workers in construction projects.</p> <p data-bbox="698 256 1610 285">Stabilize and break up with regard for security (e.g. slopes, scaffoldings, ramps, etc.)</p> <p data-bbox="698 327 1417 355">Unload and transfer equipment and material at construction sites.</p> <p data-bbox="698 397 1523 426">Utilize tools and equipment to break old structures and buildings efficiently.</p> <p data-bbox="698 467 1462 496">Utilize explosives to destroy structures and buildings as per directions.</p> <p data-bbox="698 537 1738 566">Formulate construction equipment to construct structures or fill holes (e.g concrete or cement).</p> <p data-bbox="698 608 1361 636">Plain the surface and level of new cement or other materials.</p> <p data-bbox="698 678 1798 707">Clean out construction sites from debris, hazardous materials, and other discarded materials on time.</p> <p data-bbox="698 748 1267 777">Place construction signals for traffic where required.</p>

Job Code	Job Title	Responsibilities
3026	Contractor	<p data-bbox="698 186 1644 215">Inspecting construction sites to check if safety and health standards are being followed</p> <p data-bbox="698 260 1460 288">Meeting clients and advising them on their construction requirements</p> <p data-bbox="698 333 1532 362">Ensuring that the work sites are cleaned before and after project completion</p> <p data-bbox="698 406 1162 435">Hiring and managing Construction workers</p> <p data-bbox="698 480 1368 509">Maintaining and updating financial and project status records</p> <p data-bbox="698 553 1379 582">Obtaining licenses and permits from local government officials</p> <p data-bbox="698 627 1451 655">Preparing and monitoring daily work schedules of the team members</p> <p data-bbox="698 700 1308 729">Providing clients with the construction project timelines</p> <p data-bbox="698 774 1393 802">Ensuring that all the construction equipment is in working order</p> <p data-bbox="698 847 1290 876">Negotiating contract terms and conditions with clients</p> <p data-bbox="698 920 1323 949">Assisting with the preparation of construction paperwork</p>

Job Code	Job Title	Responsibilities
3027	Demolition Laborer	<p data-bbox="698 186 1514 215">Studying the sites and identifying the portions that need to be demolished.</p> <p data-bbox="698 256 1308 285">Identifying the number of workers required for the task.</p> <p data-bbox="698 327 1256 355">Determining cost-efficient methods for demolition.</p> <p data-bbox="698 397 1379 426">Using power tools and workers to remove unsound structures.</p> <p data-bbox="698 467 1218 496">Breaking the concrete and removing the ceiling.</p> <p data-bbox="698 537 1093 566">Cleaning all the debris from the site.</p> <p data-bbox="698 608 1453 636">Placing traffic signals and directing traffic away from demolition sites.</p> <p data-bbox="698 678 1178 707">Operating heavy machinery and equipment.</p> <p data-bbox="698 748 1426 777">Unloading tools, equipment, and heavy machinery from the trucks.</p> <p data-bbox="698 818 1144 847">Loading job site debris onto the vehicles.</p> <p data-bbox="698 888 1137 917">Supervising valuable materials for reuse.</p> <p data-bbox="698 959 1480 987">Paying close attention to the safety of the workers and the surrounding.</p> <p data-bbox="698 1029 1133 1058">Cleaning tools and equipment after use.</p> <p data-bbox="698 1099 1330 1128">Performing general maintenance on the heavy machinery.</p>

Job Code	Job Title	Responsibilities
3028	Electrical Supervisor	<p data-bbox="698 186 1133 215">Preparing and assigning work schedules</p> <p data-bbox="698 256 1167 285">Supervising and motivating team members</p> <p data-bbox="698 327 1429 355">Ensuring proper handling and maintenance of electrical equipment</p> <p data-bbox="698 397 1368 426">Maintaining safety standards and adhering to electrical codes</p> <p data-bbox="698 467 1879 496">Providing help in installing electrical equipment like panel boards, enclosures, or any other electrical systems</p> <p data-bbox="698 537 1621 566">Troubleshooting and repairing electrical issues/malfunctioning as and when required</p> <p data-bbox="698 608 1435 636">Reviewing work procedures and suggesting improvement measures</p> <p data-bbox="698 678 1196 707">Monitoring and handling inventory purchases</p> <p data-bbox="698 748 1066 777">Estimating and preparing budgets</p> <p data-bbox="698 818 1104 847">Documenting all inventory purchases</p> <p data-bbox="698 888 1397 917">Hiring, training, and evaluating performances of new employees</p> <p data-bbox="698 959 1865 987">Coordinating with on-site personnel like electricians, contractors, and architects to ensure proper workflow</p> <p data-bbox="698 1029 1771 1058">Supervising on-site electrical operations and reporting any major issues to the senior management</p> <p data-bbox="698 1099 1610 1128">Coordinating with the on-site Electrical Engineer to review any design requirements</p>

Job Code	Job Title	Responsibilities
3029	Electrical Technician	<p data-bbox="698 186 1361 215">Examining and maintaining electrical systems and equipment</p> <p data-bbox="698 260 1496 288">Repairing electrical equipment and replacing malfunctioning components</p> <p data-bbox="698 333 1294 362">Assembling new electrical components and equipment</p> <p data-bbox="698 406 1317 435">Using hand tools for fixing wires and electrical appliances</p> <p data-bbox="698 480 1272 509">Interpreting electrical circuit diagrams and blueprints</p> <p data-bbox="698 553 1420 582">Analyzing unused electrical equipment and discarding the old ones</p> <p data-bbox="698 627 1442 655">Coordinating and supervising the Electrician's in day-to-day activities</p> <p data-bbox="698 700 1205 729">Reviewing and ordering new electrical supplies</p> <p data-bbox="698 774 1420 802">Adhering to the safety protocols while performing daily operations</p> <p data-bbox="698 847 1173 876">Testing newly installed electrical equipment</p> <p data-bbox="698 920 1326 949">Addressing any customer complaints and service requests</p> <p data-bbox="698 994 1576 1023">Reviewing and communicating approximate work completion timelines to clients</p> <p data-bbox="698 1067 1317 1096">Undertaking regular maintenance checks and inspections</p>

Job Code	Job Title	Responsibilities
3030	Electrician	<p data-bbox="696 186 1339 215">Install and repair the electrical wires and other equipment.</p> <p data-bbox="696 260 1491 288">Analyze the operation of electrical grids and make sure all work properly.</p> <p data-bbox="696 333 1155 362">Handle power equipment and other tools.</p> <p data-bbox="696 406 1160 435">Operate the machines installed at the site.</p> <p data-bbox="696 480 1491 509">Research about the function and operation of new machines, if required.</p> <p data-bbox="696 553 1261 582">Read the electrical blueprints and work accordingly.</p> <p data-bbox="696 627 1413 655">Ensure that the machines work properly before they are installed.</p> <p data-bbox="696 700 1655 729">Prevent, maintain and repair the electrical breakdown of systems via routine inspection.</p> <p data-bbox="696 774 1429 802">Replace old electrical wires and insulated cables, clean circuits, etc.</p> <p data-bbox="696 847 1839 876">Troubleshoot the electrical components to identify malfunctions and repair or substitute damaged parts.</p> <p data-bbox="696 920 1263 949">Maintain records and files of every electrical supply.</p>

Job Code	Job Title	Responsibilities
3031	Elevator Mechanic	<p data-bbox="698 186 1272 215">Installing escalators, elevators, and other equipment</p> <p data-bbox="698 256 1182 285">Examining and rectifying mechanical failures</p> <p data-bbox="698 327 1317 355">Testing and responding to electrical system malfunctions</p> <p data-bbox="698 397 1111 426">Servicing and replacing machine parts</p> <p data-bbox="698 467 1429 496">Performing timely maintenance checks and greasing machine parts</p> <p data-bbox="698 537 1491 566">Reviewing inventory and placing orders for supplies as and when needed</p> <p data-bbox="698 608 1615 636">Undertaking regular repairs of elevator parts like switches, control panels, and wires</p> <p data-bbox="698 678 1308 707">Ensuring to maintain the cleanliness of the working area</p> <p data-bbox="698 748 1234 777">Adhering to maintenance and service procedures</p> <p data-bbox="698 818 1288 847">Interpreting blueprints before carrying out installation</p> <p data-bbox="698 888 1458 917">Ensuring all switches, motors, and control signals are in working order</p> <p data-bbox="698 959 1337 987">Undertaking general maintenance checks on a timely basis</p> <p data-bbox="698 1029 1328 1058">Determining power and load consumption of the elevator</p> <p data-bbox="698 1099 1090 1128">Helping people stuck in the elevator</p>

Job Code	Job Title	Responsibilities
3032	Equipment Operator	<p data-bbox="696 186 1420 215">Loading and unloading construction materials like rocks and debris</p> <p data-bbox="696 258 1899 287">Operating heavy equipment like cranes and earthmovers according to the placement and removal of materials</p> <p data-bbox="696 330 1267 359">Identifying and performing minor equipment repairs</p> <p data-bbox="696 402 1373 430">Notifying and placing orders for equipment part replacements</p> <p data-bbox="696 474 1173 502">Adhering to the safety protocols at all times</p> <p data-bbox="696 545 1771 574">Communicating any injuries and accidents to the Construction Project Manager and Site Supervisor</p> <p data-bbox="696 617 1303 646">Maintaining the equipment in proper working condition</p> <p data-bbox="696 689 1070 718">Maintaining a record of daily tasks</p> <p data-bbox="696 761 1202 790">Ensuring that the work sites are clean and safe</p> <p data-bbox="696 833 1274 861">Inspecting tires, controls, and fuels on a regular basis</p> <p data-bbox="696 904 1377 933">Lift and arrange construction materials as per the requirement</p>

Job Code	Job Title	Responsibilities
3033	Estimator	<p data-bbox="698 186 1621 215">Establish associations with key vendors like subcontractors, suppliers, engineers, etc.</p> <p data-bbox="698 256 1541 285">Give precise consultation on planning (e.g. labor needs, schedules and so on).</p> <p data-bbox="698 327 1529 355">Decide key factors for an expense and further, share the required estimates.</p> <p data-bbox="698 397 1424 426">Assemble direct data from stockrooms, sites or different locations.</p> <p data-bbox="698 467 1823 496">Organize research sessions to get information on work costs, materials, manufacturing times and so on.</p> <p data-bbox="698 537 1487 566">Utilize third-party software for data analysis, forecasting, and budgeting.</p> <p data-bbox="698 608 1572 636">Acquire and audit the offers and statements shared by subcontractors or sellers.</p> <p data-bbox="698 678 1424 707">Research about the potential risk factors and perform risk analysis.</p> <p data-bbox="698 748 2069 818">Make and submit estimate reports or offers to suitable people (e.g. project managers, customers, bidding competitions and so on).</p>

Job Code	Job Title	Responsibilities
3034	Fence Installer	<p data-bbox="698 186 1458 215">Communicating with clients to understand their fencing requirements</p> <p data-bbox="698 256 1543 285">Reviewing and providing an estimate on work timeline and materials required</p> <p data-bbox="698 327 1709 355">Undertaking the installation of different types of fencing such as electric and security fencing</p> <p data-bbox="698 397 1505 426">Removing and clearing old fences, debris, rocks, and preparing the ground</p> <p data-bbox="698 467 1252 496">Measuring and determining new fence parameters</p> <p data-bbox="698 537 1160 566">Planning and establishing the fence layout</p> <p data-bbox="698 608 1155 636">Mixing and pouring concrete in post holes</p> <p data-bbox="698 678 1158 707">Cutting and installing posts and fence rails</p> <p data-bbox="698 748 1267 777">Attaching panels by welding different parts together</p> <p data-bbox="698 818 994 847">Performing site inspections</p> <p data-bbox="698 888 1509 917">Examining the climate and topography for suggesting appropriate finishing</p> <p data-bbox="698 959 1480 987">Trimming and polishing fences to according to the client's requirements</p> <p data-bbox="698 1029 1191 1058">Examining if the fences are installed correctly</p>

Job Code	Job Title	Responsibilities
3035	Field Service Technician	<p data-bbox="698 186 1178 215">Scheduling and conducting timely field visits</p> <p data-bbox="698 256 1223 285">Identifying and resolving any technical problems</p> <p data-bbox="698 327 1171 355">Overseeing site repair and installation work</p> <p data-bbox="698 397 1379 426">Preparing and presenting detailed and accurate service reports</p> <p data-bbox="698 467 1341 496">Adhering to the company policies and protocols at all times</p> <p data-bbox="698 537 1375 566">Providing support to the team members as and when required</p> <p data-bbox="698 608 1603 636">Keeping a track of the work progress and maintaining a documentation of the same</p> <p data-bbox="698 678 1469 707">Reviewing technical operations and suggesting improvement measures</p> <p data-bbox="698 748 1234 777">Operating vehicle and keeping it in safe condition</p> <p data-bbox="698 818 1256 847">Maintaining and updating field automation systems</p> <p data-bbox="698 888 1375 917">Building and maintaining long-lasting relationships with clients</p> <p data-bbox="698 959 1375 987">Providing explanations on equipment use as and when needed</p> <p data-bbox="698 1029 1059 1058">Addressing any customer queries</p>

Job Code	Job Title	Responsibilities
3036	Field Supervisor	<p data-bbox="698 186 1854 215">Reviewing the construction blue prints and other technical drawings to ascertain the project requirements</p> <p data-bbox="698 256 1234 285">Delegating tasks and maintaining work schedules</p> <p data-bbox="698 327 1693 355">Checking the construction materials needed for the project and placing orders for the same</p> <p data-bbox="698 397 2083 461">Coordinating with the Construction Project Managers, Site Supervisors and Construction Engineers to check all project timelines are met</p> <p data-bbox="698 502 1480 531">Identifying and assisting in addressing customer queries and complaints</p> <p data-bbox="698 572 1442 601">Ensuring that all safety procedures and protocols are being followed</p> <p data-bbox="698 643 1585 671">Preparing and presenting important construction data and reports when required</p> <p data-bbox="698 713 1518 742">Scheduling and managing the delivery of various equipment and machinery</p> <p data-bbox="698 783 1328 812">Reviewing the construction budget to ensure no overruns</p> <p data-bbox="698 853 1675 882">Conducting training sessions and workshops on site safety procedures whenever required</p> <p data-bbox="698 924 1809 952">Overseeing the day-to-day operations of the various departments involved in the construction project</p>

Job Code	Job Title	Responsibilities
3037	Fitter	<p data-bbox="698 186 1308 215">Reviewing the blueprints of various mechanical systems</p> <p data-bbox="698 256 1218 285">Constructing and joining structural components</p> <p data-bbox="698 327 1704 355">Examining and measuring components to ensure that they are of the correct size and quality</p> <p data-bbox="698 397 1995 461">Using welding equipment and hand tools like ball-peen hammer, hack saw, and steel ruler while constructing structural components</p> <p data-bbox="698 502 1133 531">Performing regular maintenance checks</p> <p data-bbox="698 572 1308 601">Identifying system malfunctions and rectifying the same</p> <p data-bbox="698 643 1317 671">Placing replacement orders for defective or broken parts</p> <p data-bbox="698 713 1440 742">Adhering to the safety guidelines and industry standards at all times</p> <p data-bbox="698 783 1644 812">Fabricating, assembling, and disassembling metal parts and tools as and when required</p> <p data-bbox="698 853 1429 882">Checking if the finished parts are as per the specifications provided</p> <p data-bbox="698 924 1196 952">Cleaning the work area before and after work</p>

Job Code	Job Title	Responsibilities
3038	Flagger	<p>Maintaining the flow of traffic around the construction sites.</p> <p>Closing the lanes in case of emergency and maintenance work.</p> <p>Directing the vehicles as and when required.</p> <p>Setting up traffic cones, and signs around the site.</p> <p>Answering questions about the detours.</p> <p>Contacting team members about the traffic concerns if any.</p> <p>Removing the barricades, traffic cones, and sign boards after completion of work.</p> <p>Maintaining records of vehicles who disobey traffic signs and signals.</p> <p>Informing the Construction Workers regarding any traffic issues.</p> <p>Communicating efficiently with the other Flaggers via hand held devices.</p> <p>Reporting to the Site Supervisor and Law Enforcement Officers.</p> <p>Using hand signals and signs to direct the traffic.</p> <p>Adhering to all the rules and regulations of the company.</p>

Job Code	Job Title	Responsibilities
3039	Floor Tech	<p data-bbox="696 188 1025 215">Sweeping and mopping floors</p> <p data-bbox="696 260 1330 287">Cleaning and dusting common areas, cabins, and hallways</p> <p data-bbox="696 331 1424 359">Measuring and labelling floor cleaning chemical solutions correctly</p> <p data-bbox="696 403 1106 430">Cleaning floor carpets using shampoo</p> <p data-bbox="696 475 1294 502">Scheduling regular cleaning and maintenance activities</p> <p data-bbox="696 547 1536 574">Ensuring all cleaning equipment are stored properly and are in working order</p> <p data-bbox="696 619 1585 646">Checking and restocking the inventory with maintenance equipment and supplies</p> <p data-bbox="696 691 1406 718">Adhering to the safety protocols when performing daily activities</p> <p data-bbox="696 762 1585 790">Moving furniture, other floor items and keeping it back on its place after cleaning</p> <p data-bbox="696 834 1464 861">Coordinating daily activities and reporting any issues to the Supervisor</p> <p data-bbox="696 906 1234 933">Inspecting floors for any damage and repair work</p> <p data-bbox="696 978 1301 1005">Clearing trash cans and disposing of the waste properly</p>

Job Code	Job Title	Responsibilities
3040	Flooring Installer	<p data-bbox="696 188 1417 215">Inspecting and measuring the work area to provide cost estimates</p> <p data-bbox="696 260 1373 287">Advising and assisting customers in choosing the flooring type</p> <p data-bbox="696 331 1263 359">Adhering to industry standards and safety protocols</p> <p data-bbox="696 403 1337 430">Delivering high-quality workmanship and customer service</p> <p data-bbox="696 475 1386 502">Cleaning the work area of any debris, dust before starting work</p> <p data-bbox="696 547 1559 574">Laying different types of flooring such as carpet tile and wood flooring carefully</p> <p data-bbox="696 619 1769 646">Apply smootheners and protective coats to increase longevity especially that of hardwood flooring</p> <p data-bbox="696 691 1588 718">Carefully removing existing flooring including carpet before installing the new one</p> <p data-bbox="696 762 1330 790">Measuring and cutting flooring materials as per blueprints</p> <p data-bbox="696 834 1603 861">Using chalk lines and tapes to mark measurements and ensuring proper positioning</p> <p data-bbox="696 906 1137 933">Advising clients on flooring maintenance</p> <p data-bbox="696 978 1532 1005">Preparing the work surface by removing old hardware and applying adhesive</p> <p data-bbox="696 1050 1576 1077">Thoroughly inspecting the finished work to check for any imperfections or cracks</p> <p data-bbox="696 1121 1617 1149">Disconnecting and removing light fixtures or other appliances upon work completion</p>

Job Code	Job Title	Responsibilities
3041	Framing Carpenter	<p data-bbox="698 186 1480 215">Determining the structure dimensions by accurately measuring the area</p> <p data-bbox="698 256 1720 285">Cutting, shaping, and assembling different types of building materials like wood and fiberglass</p> <p data-bbox="698 327 1279 355">Using screws and nuts to assemble building materials</p> <p data-bbox="698 397 1581 426">Constructing movable platforms like a scaffold to aid workers during construction</p> <p data-bbox="698 467 1346 496">Repairing existing, old, and damaged structures/framework</p> <p data-bbox="698 537 1061 566">Drawing and analyzing blueprints</p> <p data-bbox="698 608 1122 636">Explaining construction plans to clients</p> <p data-bbox="698 678 1279 707">Inspecting frameworks and structures for any defects</p> <p data-bbox="698 748 1395 777">Cleaning the job sites to get rid of any debris and wood shavings</p> <p data-bbox="698 818 1357 847">Performing finishing work like paneling and hanging drywalls</p> <p data-bbox="698 888 1364 917">Installing and fitting trims and hardware on finished products</p> <p data-bbox="698 959 1422 987">Advising clients on the use of certain woods and building materials</p> <p data-bbox="698 1029 1373 1058">Making alterations to the finished work upon clients feedback</p>

Job Code	Job Title	Responsibilities
3042	Glazier	<p data-bbox="698 186 1146 215">Understanding the project requirements.</p> <p data-bbox="698 260 1290 288">Providing cost estimates to the Construction Manager.</p> <p data-bbox="698 333 1133 362">Reading and interpreting the blueprints.</p> <p data-bbox="698 406 1330 435">Fabricating parts and components of the metal structures.</p> <p data-bbox="698 480 1281 509">Aligning the structural components using plumb lines.</p> <p data-bbox="698 553 1122 582">Choosing the type of glass and mirrors.</p> <p data-bbox="698 627 1301 655">Selecting the color of the glass as per the specifications.</p> <p data-bbox="698 700 1223 729">Fastening the glass panes in the required places.</p> <p data-bbox="698 774 1285 802">Making use of clips, moldings, putty, or weather seals.</p> <p data-bbox="698 847 1133 876">Sealing the edges of the panes properly.</p> <p data-bbox="698 920 1368 949">Preparing the glass for cutting according to the requirements.</p> <p data-bbox="698 994 1106 1023">Installing the glass or glass substitute.</p> <p data-bbox="698 1067 1182 1096">Polishing the glass and smoothing the edges.</p> <p data-bbox="698 1141 1133 1169">Making patterns on the glass, if needed.</p>

Job Code	Job Title	Responsibilities
3043	Land Surveyor	<p data-bbox="696 188 1144 215">Developing the land surveying strategies.</p> <p data-bbox="696 260 1205 287">Conducting land surveys on various properties.</p> <p data-bbox="696 331 1330 359">Reading and interpreting drawings and topographic maps.</p> <p data-bbox="696 403 1256 430">Measuring distances and angles of the land surface.</p> <p data-bbox="696 475 1196 502">Using the required land surveying equipment.</p> <p data-bbox="696 547 1133 574">Drawing the rough sketches of the land.</p> <p data-bbox="696 619 1368 646">Reading the maps and making notes as per the requirements.</p> <p data-bbox="696 691 1218 718">Reporting the legal land description for surveys.</p> <p data-bbox="696 762 1205 790">Calculating the measurements of the land site.</p> <p data-bbox="696 834 1229 861">Verifying the calculations and analyzing the data.</p> <p data-bbox="696 906 1113 933">Maintaining the surveying equipment.</p> <p data-bbox="696 978 1122 1005">Preparing the reports on survey results</p> <p data-bbox="696 1050 1023 1077">Presenting the data to clients.</p> <p data-bbox="696 1121 1023 1149">Advising on technical aspects.</p>

Job Code	Job Title	Responsibilities
3044	Lead Carpenter	<p data-bbox="698 186 1146 215">Understanding the client's requirements.</p> <p data-bbox="698 260 1093 288">Reading and interpreting blueprints.</p> <p data-bbox="698 333 1323 362">Preparing budget and timesheet for the work to be done.</p> <p data-bbox="698 406 1332 435">Assigning tasks to the team members as per their abilities.</p> <p data-bbox="698 480 1236 509">Estimating the raw materials required for the job.</p> <p data-bbox="698 553 1288 582">Remodeling old furniture's as per the client's demand.</p> <p data-bbox="698 627 1043 655">Supervising the team members.</p> <p data-bbox="698 700 1070 729">Tracking the progress of the work.</p> <p data-bbox="698 774 1189 802">Following all the safety rules and regulations.</p> <p data-bbox="698 847 1115 876">Providing training to the new workers.</p> <p data-bbox="698 920 1205 949">Solving problems faced by the team members.</p> <p data-bbox="698 994 1435 1023">Working in collaboration with the Contractors and Project Manager.</p> <p data-bbox="698 1067 1245 1096">Making use of various power tools and hand tools.</p> <p data-bbox="698 1141 1267 1169">Maintaining a day-to-day record of tasks completed.</p>

Job Code	Job Title	Responsibilities
3045	Mason	<p data-bbox="698 186 1659 215">Undertaking work for building new structures as well as restoring old and damaged ones</p> <p data-bbox="698 256 1464 285">Interpreting technical drawings and construction blueprints, if possible</p> <p data-bbox="698 327 1193 355">Cutting, polishing, and placing blocks of stone</p> <p data-bbox="698 397 1232 426">Mixing required quantities of cement and mortar</p> <p data-bbox="698 467 1512 496">Maintaining tools, equipment, and other materials in proper working order</p> <p data-bbox="698 537 1240 566">Supervising and training less experienced workers</p> <p data-bbox="698 608 1193 636">Cleaning work surfaces before and after work</p> <p data-bbox="698 678 1081 707">Undertaking work as per blueprints</p> <p data-bbox="698 748 1330 777">Reviewing workspaces to determine the material required</p> <p data-bbox="698 818 1081 847">Estimating material and labor costs</p> <p data-bbox="698 888 1256 917">Using chalk lines and tapes to outline the work area</p> <p data-bbox="698 959 1209 987">Checking measurements for proper alignments</p> <p data-bbox="698 1029 1288 1058">Coordinating with contractors on large-scaled projects</p> <p data-bbox="698 1099 1339 1128">Assisting in creating building layouts and roofing structures</p>

Job Code	Job Title	Responsibilities
3046	Metal Fabricator	<p data-bbox="698 186 1227 215">Interpreting assembly drawings and instructions.</p> <p data-bbox="698 256 1346 285">Understanding the clients' requirements and specifications.</p> <p data-bbox="698 327 1043 355">Developing prototype if needed</p> <p data-bbox="698 397 1122 426">Cutting and bending the metal objects.</p> <p data-bbox="698 467 1169 496">Welding metals components and materials.</p> <p data-bbox="698 537 1099 566">Developing layouts and design plans.</p> <p data-bbox="698 608 1339 636">Preparing a sequence of operations to accomplish the task.</p> <p data-bbox="698 678 1541 707">Setting up the welding machines and other necessary equipment for the task.</p> <p data-bbox="698 748 1240 777">Coordinating with the Production Assembly team.</p> <p data-bbox="698 818 1608 847">Maintaining the machine tools and equipment such as drill press, edge planner, etc.</p> <p data-bbox="698 888 1151 917">Preparing reports of the work completed.</p> <p data-bbox="698 959 1330 987">Performing quality control checks on the finished product.</p> <p data-bbox="698 1029 1182 1058">Adhering to the company's safety standards.</p>

Job Code	Job Title	Responsibilities
3047	MIG Welder	<p data-bbox="696 186 1344 215">Reading and interpreting blueprints and technical drawings</p> <p data-bbox="696 256 1218 285">Measuring, cutting, and joining metals correctly</p> <p data-bbox="696 327 1310 355">Cleaning metal and work surfaces before and after work</p> <p data-bbox="696 397 1478 426">Keeping the welding tools and equipment clean and in proper condition</p> <p data-bbox="696 467 1364 496">Identifying and resolving any welding issues and irregularities</p> <p data-bbox="696 537 1507 566">Operating heavy machinery to transport welding materials and equipment</p> <p data-bbox="696 608 1460 636">Providing clients with appropriate costs and work completion timeline</p> <p data-bbox="696 678 1240 707">Ensuring all metals and joints are welded properly</p> <p data-bbox="696 748 1189 777">Determining and setting the correct gas ratio</p> <p data-bbox="696 818 1247 847">Training and overseeing the work of other welders</p> <p data-bbox="696 888 1901 917">Using welding tools such as safety glasses, chipping hammer, and wire brush while conducting daily operations</p> <p data-bbox="696 959 1312 987">Adhering to the safety guidelines and industry standards</p> <p data-bbox="696 1029 1413 1058">Repairing and replacing welding equipment as and when required</p> <p data-bbox="696 1099 1232 1128">Maintaining a safe work environment at all times</p>

Job Code	Job Title	Responsibilities
3048	Painter	<p data-bbox="698 186 1547 215">Determine the amount of work by reading blueprints or layouts of the project</p> <p data-bbox="698 260 1671 288">Estimate the budget costing and tools required and inform the customer about the same.</p> <p data-bbox="698 333 1536 362">Ensure the availability of all the equipment and helpers required for the task.</p> <p data-bbox="698 406 1666 435">Prepare the painting surface suitable for painting by washing and removing the old paint.</p> <p data-bbox="698 480 1518 509">Determine the level of mixing and matching the number of paints required.</p> <p data-bbox="698 553 1570 582">Remove the paintings or furniture and ensure that the surface is clearly painted.</p> <p data-bbox="698 627 1200 655">Negotiate the prices and costs of the painting.</p> <p data-bbox="698 700 1588 729">Coordinate with the customer or contractor to ensure they get what they require.</p> <p data-bbox="698 774 1312 802">Clean the mess and supplies once the project is finished.</p> <p data-bbox="698 847 1323 876">Ensure the work is completed in a clean and tidy manner.</p>

Job Code	Job Title	Responsibilities
3049	Pipe Fitter	<p data-bbox="696 188 1160 215">Clearing the work area of any obstructions</p> <p data-bbox="696 260 1653 287">Inspecting the area and providing approximate work completion timelines to the clients</p> <p data-bbox="696 331 1375 359">Transporting required materials and equipment to the job site</p> <p data-bbox="696 403 1464 430">Interpreting the blueprints and planning the piping system accordingly</p> <p data-bbox="696 475 1173 502">Using hand tools to install and modify pipes</p> <p data-bbox="696 547 1115 574">Measuring, marking, and cutting pipes</p> <p data-bbox="696 619 1547 646">Securing and fixing pipes to walls and other surfaces with clamps and brackets</p> <p data-bbox="696 691 1442 718">Resolving any pipe system problems and repairing breakage/leakage</p> <p data-bbox="696 762 1189 790">Testing the functionality of the piping system</p> <p data-bbox="696 834 1211 861">Adhering to the safety protocols when working</p> <p data-bbox="696 906 1021 933">Welding and lubricating pipes</p> <p data-bbox="696 978 1352 1005">Undertaking minor maintenance and pipe cleaning activities</p> <p data-bbox="696 1050 1514 1077">Testing installed pipe systems using hydrostatic testing and pressure gauge</p>

Job Code	Job Title	Responsibilities
3050	Plumber	<p data-bbox="698 186 1518 215">Read blueprints and layouts to understand the proper position of pipelines.</p> <p data-bbox="698 256 1196 285">Install and repair the pipes, drainage systems.</p> <p data-bbox="698 327 1644 355">Install the fixtures of the infrastructure such as pipes and materials prior to installation.</p> <p data-bbox="698 397 1532 426">Determine any kind of damages in the systems and inform the management.</p> <p data-bbox="698 467 1227 496">Resolve any issue regarding the plumbing works.</p> <p data-bbox="698 537 1805 566">Coordinate with other people at construction sites such as contractors and workers to work smoothly.</p> <p data-bbox="698 608 1312 636">Recondition and mend the broken pipes for any leakage.</p> <p data-bbox="698 678 1294 707">Estimate the potential cost of the repair or installation.</p> <p data-bbox="698 748 1344 777">Make a report on the issues and measures to resolve them.</p> <p data-bbox="698 818 1240 847">Keep a record of all the material used in the work.</p>

Job Code	Job Title	Responsibilities
3051	Project Architect	<p data-bbox="698 186 1574 215">Meeting and discussing with clients their construction requirements and designs</p> <p data-bbox="698 256 1460 285">Drafting and designing building plans for various construction projects</p> <p data-bbox="698 327 1379 355">Estimating construction budget as per the client requirements</p> <p data-bbox="698 397 1518 426">Preparing and providing clients with materials and project specification lists</p> <p data-bbox="698 467 1630 496">Overseeing the work of Construction Workers, Contractors, and other team members</p> <p data-bbox="698 537 1485 566">Undertaking regular site visits to check for quality and safety procedures</p> <p data-bbox="698 608 1688 636">Reviewing the project budget and ensuring project completion within the assigned amount</p> <p data-bbox="698 678 1240 707">Creating and maintaining project progress reports</p> <p data-bbox="698 748 1523 777">Acting as an intermediary between clients, vendors, and the team members</p> <p data-bbox="698 818 1200 847">Developing and maintaining project schedules</p>

Job Code	Job Title	Responsibilities
3052	Roofer	<p data-bbox="696 186 1883 215">Building roofs using various types of roofing materials like solar tiles, asphalt shingles and stone-coated steel</p> <p data-bbox="696 260 1834 288">Reviewing the roof area and providing clients with an approximate work completion timeline and quotes</p> <p data-bbox="696 333 1395 362">Inspecting any damage done and replacing the broken materials</p> <p data-bbox="696 406 1379 435">Cleaning the roof of any dust and debris before and after work</p> <p data-bbox="696 480 1368 509">Smoothing the roof surfaces to give it a more polished look</p> <p data-bbox="696 553 1471 582">Ensuring that the roof is built to withstand extreme weather conditions</p> <p data-bbox="696 627 1274 655">Adhering to health and safety procedures at all times</p> <p data-bbox="696 700 1532 729">Checking inventory and restocking roofing materials such as cement and clay</p> <p data-bbox="696 774 1048 802">Performing any roof repair work</p> <p data-bbox="696 847 1113 876">Overseeing the work of other laborers</p> <p data-bbox="696 920 1471 949">Ensuring that vents, vapor barriers, and chimneys are installed properly</p> <p data-bbox="696 994 2000 1023">Transporting required equipment like ladders, scaffolding, and other materials to and from the job site in a safe manner</p>

Job Code	Job Title	Responsibilities
3053	Senior Architect	<p>Analyzing architectural designs and plans</p> <p>Ensuring all designs meet industry standards and government regulations</p> <p>Researching and inquiring about different materials</p> <p>Supervising Junior Architects and assigning them tasks</p> <p>Scheduling and delivering at skill enhancement workshops</p> <p>Explaining design requirements and specifications to Builders, Electricians, and Technicians</p> <p>Communicating project status and completion timelines to the clients</p> <p>Preparing building models and structure plans</p> <p>Conducting mockup sessions</p> <p>Guiding the construction project from start to finish</p> <p>Presenting project briefs to clients</p> <p>Understanding the clients' requirements/preferences and environmental impacts on the construction project</p> <p>Creating blueprints and making alterations based on the feedback from the client</p> <p>Developing projects by adhering to the specified budget and timeline</p>

Job Code	Job Title	Responsibilities
3054	Site Supervisor	<p data-bbox="698 186 1267 215">Overseeing the progress of all construction activities</p> <p data-bbox="698 256 1473 285">Ensuring all on-site workers adhere to the health and safety regulations</p> <p data-bbox="698 327 1330 355">Implementing industry best practices and safety protocols</p> <p data-bbox="698 397 1361 426">Hiring and evaluating the performance of the on-site workers</p> <p data-bbox="698 467 1453 496">Regularly checking inventory and placing orders for building materials</p> <p data-bbox="698 537 1402 566">Ensuring all equipments are in working order and good condition</p> <p data-bbox="698 608 1128 636">Performing first aid during emergencies</p> <p data-bbox="698 678 1290 707">Interpreting building plans and construction blueprints</p> <p data-bbox="698 748 1464 777">Conducting site inspections to ensure it is free from any safety hazards</p> <p data-bbox="698 818 1247 847">Ensuring the workers follow site safety procedures</p> <p data-bbox="698 888 1420 917">Handling any on-site accidents with uttermost care and awareness</p> <p data-bbox="698 959 1507 987">Maintaining an accurate attendance report of all construction site workers</p> <p data-bbox="698 1029 1547 1058">Reviewing daily construction work and suggesting any improvement measures</p> <p data-bbox="698 1099 1440 1128">Ensuring all emergency equipment are in place and in working order</p>

Job Code	Job Title	Responsibilities
3055	Stonemason	<p data-bbox="698 186 1368 215">Reviewing and interpreting blueprints and technical drawings</p> <p data-bbox="698 256 1375 285">Communicating to the client the quote and materials required</p> <p data-bbox="698 327 1480 355">Determining and providing the client with the work completion timeline</p> <p data-bbox="698 397 1249 426">Mixing, layering, and smoothing grout and cement</p> <p data-bbox="698 467 1111 496">Cutting, shaping, and polishing stones</p> <p data-bbox="698 537 1155 566">Laying stones as per the construction plan</p> <p data-bbox="698 608 1447 636">Moving stones from one place to another using machinery like crane</p> <p data-bbox="698 678 1352 707">Checking and replacing/repairing missing and broken stones</p> <p data-bbox="698 748 1178 777">Digging trenches and laying out foundations</p> <p data-bbox="698 818 1727 847">Using leveling and measurement tools to verify the vertical and horizontal alignment of stones</p> <p data-bbox="698 888 1207 917">Repairing and installing chipped stone carvings</p> <p data-bbox="698 959 1529 987">Cleaning the surfaces of stone structures using brush and chemical solutions</p>

Job Code	Job Title	Responsibilities
3056	Supervisor	<p data-bbox="696 186 1335 215">Coordinating with the lower staff and explaining their role.</p> <p data-bbox="696 256 1312 285">Evaluating employees on the basis of their performance.</p> <p data-bbox="696 327 1727 355">Setting goals for the team and ensure the targets are achieved within the estimated time limit.</p> <p data-bbox="696 397 1346 426">Training the new staff and briefing them about the policies.</p> <p data-bbox="696 467 1503 496">Ensuring a healthy and safe work environment and staff is well mannered.</p> <p data-bbox="696 537 1267 566">Allocating resources, materials, and sub-contractors.</p> <p data-bbox="696 608 1666 636">Preparing schedules, work progress, production, and other construction activities reports</p> <p data-bbox="696 678 2056 707">Handling emergencies appropriately according to established procedures, prepare and file accident reports on a timely basis.</p> <p data-bbox="696 748 1682 777">Evaluating and conducting regular inspections and maintenance of equipment and system.</p> <p data-bbox="696 818 1464 847">Monitoring fire alarm control panels and other emergency equipment.</p> <p data-bbox="696 888 1547 917">Ensuring proper compliance and balance by following all the legal procedures.</p>

Job Code	Job Title	Responsibilities
3057	Surveyor	<p data-bbox="696 188 1395 217">Conducting surveys on various construction sites and properties</p> <p data-bbox="696 260 1447 288">Researching and implementing new survey procedures and methods</p> <p data-bbox="696 331 1379 360">Crosschecking past survey records to determine data accuracy</p> <p data-bbox="696 403 2018 432">Measuring properties and construction sites using various equipment and tools like Cosmolabe, Alidade, and Geodimeter</p> <p data-bbox="696 475 1077 504">Developing site sketches and maps</p> <p data-bbox="696 547 1608 576">Ensuring that all surveying instruments are maintained and remain in working order</p> <p data-bbox="696 619 1263 647">Preparing and presenting reports on survey findings</p> <p data-bbox="696 691 1599 719">Coordinating with Construction Project Managers and Architects on a regular basis</p> <p data-bbox="696 762 1391 791">Updating and maintaining an online record of the survey results</p> <p data-bbox="696 834 1249 863">Using GIS devices to measure property boundaries</p> <p data-bbox="696 906 1420 935">Confirming survey measurements using mathematical calculations</p>

Job Code	Job Title	Responsibilities
3058	Tile Setter	<p data-bbox="696 188 1485 215">Communicating with clients and understanding their tiling requirements</p> <p data-bbox="696 260 1373 287">Cutting and shaping tiles/marbles using hand and power tools</p> <p data-bbox="696 331 1274 359">Aligning and positioning tiles as the specified pattern</p> <p data-bbox="696 403 1178 430">Ensuring that the tiles are positioned evenly</p> <p data-bbox="696 475 1435 502">Polishing and surfacing marbles and granites for a smoother surface</p> <p data-bbox="696 547 1106 574">Cleaning and preparing titling surface</p> <p data-bbox="696 619 1464 646">Creating decorative tile designs in bathroom, kitchen, and garden area</p> <p data-bbox="696 691 1411 718">Ensuring no tile breakage or any other damage during installation</p> <p data-bbox="696 762 1440 790">Measuring and marking the surface precisely before beginning work</p> <p data-bbox="696 834 1738 861">Reviewing the tiling area and providing clients with appropriate quotes and completion timeline</p> <p data-bbox="696 906 1281 933">Applying tiling grout and cement while arranging tiles</p> <p data-bbox="696 978 1144 1005">Cleaning the titling area after installation</p> <p data-bbox="696 1050 1115 1077">Reviewing and ordering stock supplies</p> <p data-bbox="696 1121 1095 1149">Undertaking post-installation checks</p>

Job Code	Job Title	Responsibilities
3059	Welder	<p data-bbox="701 186 1760 215">Read and interpret drawings and measurements to understand the requirements of the engineer.</p> <p data-bbox="701 256 1339 285">Assemble metal products for making the desired structure.</p> <p data-bbox="701 327 1373 355">Operate hand welding and flame-cutting equipment carefully.</p> <p data-bbox="701 397 1263 426">Assess the proper welding methods and equipment.</p> <p data-bbox="701 467 1397 496">Ensure work safety by applying prospective protection methods.</p> <p data-bbox="701 537 1319 566">Specify and check the welded surfaces for possible flaws.</p> <p data-bbox="701 608 1442 636">Operate heavy and specialized machinery for construction purposes.</p> <p data-bbox="701 678 1496 707">Monitor work equipment to avoid overheating and expansion on the site.</p> <p data-bbox="701 748 1883 777">Ensure that all the impurities such as grease or moisture are removed from the metal surface before welding.</p> <p data-bbox="701 818 1424 847">Estimate the cost and budget required for the welding procedures.</p> <p data-bbox="701 888 1305 917">Provide a final decorative coat or polish for the product.</p>

Job Code	Job Title	Responsibilities
3060	Welder Helper	<p data-bbox="698 186 1093 215">Understanding the task beforehand.</p> <p data-bbox="698 256 1182 285">Unloading and loading the metal to be used.</p> <p data-bbox="698 327 1117 355">Moving the rigs as and when required.</p> <p data-bbox="698 397 1211 426">Assisting the Welder and other team members.</p> <p data-bbox="698 467 1171 496">Completing less complicative tasks on time.</p> <p data-bbox="698 537 1144 566">Helping in thermal and arc metal cutting.</p> <p data-bbox="698 608 1323 636">Ensuring inventory levels and restocking them as needed.</p> <p data-bbox="698 678 1545 707">Following Welder's instructions for setting up welding machines temperature.</p> <p data-bbox="698 748 1232 777">Operating various tools and electrical machinery.</p> <p data-bbox="698 818 1086 847">Identifying safety hazards and risks.</p> <p data-bbox="698 888 1227 917">Cleaning the work pieces before starting the job.</p> <p data-bbox="698 959 1196 987">Reporting the day-to-day tasks to the Welder.</p> <p data-bbox="698 1029 1258 1058">Communicating efficiently with the team members.</p> <p data-bbox="698 1099 1214 1128">Adhering to all the safety rules and regulations.</p>

Job Code	Job Title	Responsibilities
3061	Welding Engineer	<p data-bbox="696 186 1339 215">Designing and developing a wide range of welding systems</p> <p data-bbox="696 256 1435 285">Maintaining and ensuring all welding equipment is in working order</p> <p data-bbox="696 327 2051 391">Using the latest welding techniques like shielded metal arc welding, gas metal arc welding, and flux-cored arc welding, when required</p> <p data-bbox="696 432 1155 461">Supervising the workings of other welders</p> <p data-bbox="696 502 1066 531">Taking charge of welding projects</p> <p data-bbox="696 572 1473 601">Analyzing engineering blueprints and designs for welding requirements</p> <p data-bbox="696 643 1323 671">Reviewing proper implementation of welding procedures</p> <p data-bbox="696 713 1518 742">Generating new welding processes and maintaining a database of the same</p> <p data-bbox="696 783 1167 812">Coordinating with stakeholders and clients</p> <p data-bbox="696 853 1469 882">Keeping a track of welding materials and placing orders when required</p> <p data-bbox="696 924 1227 952">Preparing technical reports and work summaries</p> <p data-bbox="696 994 1675 1023">Explaining metal properties to Welders to ensure correct utilization of welding techniques</p> <p data-bbox="696 1064 1128 1093">Conducting maintenance investigations</p>

Job Code	Job Title	Responsibilities
3062	Window Tinter	<p>Cleaning the windows of any dirt and debris</p> <p>Applying smoothening agents to prepare the windows for work</p> <p>Understanding the vehicle window specifications and customer requirements before beginning the tinting procedure</p> <p>Stripping old window tint and applying primer before fitting the new one</p> <p>Using different tint cutting techniques</p> <p>Installing window tints using appropriate tools like a heat gun, soft squeegee, and spray bottle</p> <p>Reviewing and providing the customer with an approximate quote and completion timeline</p> <p>Maintaining a clean work station during and after the window tinting procedure</p> <p>Explaining and recommending various window tints to the customers</p> <p>Advising customers on the after-care procedures</p> <p>Taking accurate measurements of the window and glass size</p> <p>Collaborating with dealership automobiles in sourcing quality products</p> <p>Processing and collecting invoice payments</p> <p>Staying up to date with the latest additions to window tints</p>

Job Code	Job Title	Responsibilities
3063	Wood Finisher	<p data-bbox="696 186 1346 215">Communicating and understanding customer requirements</p> <p data-bbox="696 256 1305 285">Inspecting the wood and wooden items for any damage</p> <p data-bbox="696 327 1435 355">Disassembling furniture, repairing, and polishing to revive the shine</p> <p data-bbox="696 397 1462 426">Smoothing finishings and cleaning excess solvent and scrapping marks</p> <p data-bbox="696 467 1115 496">Sanding the furniture before polishing</p> <p data-bbox="696 537 1406 566">Adding finishing touch by applying stains, varnish, paint, and wax</p> <p data-bbox="696 608 1350 636">Examining and determining best wood restoration methods</p> <p data-bbox="696 678 1200 707">Understanding blueprints and design patterns</p> <p data-bbox="696 748 1458 777">Using glue, screws, and nails to assemble wooden items and furniture</p> <p data-bbox="696 818 1653 847">Selecting and mixing different finishing ingredients and polishes to get the desired color</p> <p data-bbox="696 888 1435 917">Restoring natural wood color by applying bleach and other solvents</p> <p data-bbox="696 959 1507 987">Assembling wooden cabinets, sofas and creating intricate wooden designs</p> <p data-bbox="696 1029 1435 1058">Recommending various furniture styles and woods to the customer</p> <p data-bbox="696 1099 1397 1128">Providing an appropriate project completion timeline and quote</p>

Job Code	Job Title	Responsibilities
4001	Corporate Trainer	<p>Introducing and implementing effective training courses for new as well as existing employees.</p> <p>Organizing and directing seminars, workshops, and individual training sessions.</p> <p>Preparing a hard copy of training material such as module summaries, presentations, videos, etc,</p> <p>Collaborating with management to evaluate the company's training requirements.</p> <p>Mentoring and supporting new employees with the Human Resources Department.</p> <p>Conducting an analysis to identify the areas of improvement.</p> <p>Selecting and booking the venues for training</p> <p>Fixing and adhering to the decided training budgets</p> <p>Keeping records and managing the attendance of the employees for training</p>
4002	Curriculum Designer	<p>Setting learning objectives for every course.</p> <p>Providing necessary instructions to the trainees about using the training manuals correctly.</p> <p>Collecting feedback, following up with instructors and training participants after each session.</p> <p>Keeping a record of all costs incurred for training.</p> <p>Producing attractive training course content such as videos, quizzes, and activities.</p> <p>Designing a comprehensive educational curriculum including dates, topics, and the number of hours required per course.</p> <p>Arranging physical and digital resources for instructors and trainees</p> <p>Researching about the modern training procedures and recommending the ones that suit our company's requirements.</p>

Job Code	Job Title	Responsibilities
4003	Customer Service Trainer	<p>Collecting relevant information and setting goals accordingly.</p> <p>Identifying trainee’s needs and making attainable targets.</p> <p>Developing and maintaining training materials including lesson plans, group activities, the method for instructions, presentations, role-plays and assessments.</p> <p>Endorsing the latest learning systems like WIZDOM.</p> <p>Preparing relevant computer applications and handing outs of the course.</p> <p>Developing Performance Evaluation Performa to provide feedback and submitting the same to the Training Supervisor.</p> <p>Arranging training resources and material with other helping tools.</p> <p>Documenting and maintaining a record of data of the Customer Service Representatives under training.</p>
4004	IT Trainer	<p>Analyze job-specific training needs according to each department and prepare lesson plans accordingly.</p> <p>Conduct staff training and educate them to use multiple desktop applications and software such as Microsoft Office and other desktop programs.</p> <p>Design and organize training programs keeping in mind the organizational needs</p> <p>Prepare instructional materials like handouts, presentations, etc.</p> <p>Conduct group activities, workshops, and discussions.</p> <p>Arrange instructional resources and other relevant tools for technical training.</p> <p>Carry out a skills-based training management course in a timely manner.</p> <p>Assess and evaluate trainees and prepare their project management performance reports</p> <p>Ensure a technically sound learning atmosphere in line with the organizational policies.</p>

Job Code	Job Title	Responsibilities
4005	Learning and Development Manager	<p data-bbox="696 188 1160 215">Discuss and identify target areas and KPIs.</p> <p data-bbox="696 260 1294 287">Assess and identify the current skills of the employees.</p> <p data-bbox="696 331 1615 359">Develop and implement learning strategies for the overall development of our team</p> <p data-bbox="696 403 1637 430">Plan end-to-end development programs according to the organizational requirements.</p> <p data-bbox="696 475 1413 502">Plan and prepare training materials in lines with the latest trends.</p> <p data-bbox="696 547 1480 574">Arrange in-house training programs as well as online e-learning models.</p> <p data-bbox="696 619 1391 646">Monitor and evaluate the progress through Appraisal Performa.</p> <p data-bbox="696 691 1648 718">Modify and adjust training programs when needed as per the company's requirements.</p> <p data-bbox="696 762 1962 790">Record and report training courses, schedules, and results. Share the same with the management on a regular basis.</p> <p data-bbox="696 834 1809 861">Carry out research and incorporate new methodologies for effective development and overall growth.</p> <p data-bbox="696 906 1480 933">Stay up to date with the latest developments and trends in the industry.</p>

Job Code	Job Title	Responsibilities
4006	Retail Trainer	<p data-bbox="696 186 1397 215">Design and implement orientation programs for new employees</p> <p data-bbox="696 256 1608 285">Assess the training needs of all individuals and teams and conduct training for them</p> <p data-bbox="696 327 1635 355">Train the salespeople on how to promote company's products and services effectively</p> <p data-bbox="696 397 1727 426">Perform training sessions with new employees through various methods to engage employees</p> <p data-bbox="696 467 1769 496">Implement different sales training techniques such as gamification, group activities or case studies</p> <p data-bbox="696 537 2033 566">Collect feedback from management regarding training material and make improvements as per the requirement of people</p> <p data-bbox="696 608 1312 636">Keep updated records of training materials and modules</p> <p data-bbox="696 678 1579 707">Document the activities in a report and share the same with higher management</p> <p data-bbox="696 748 1460 777">Research and implement new training techniques for our organization</p>

Job Code	Job Title	Responsibilities
4007	Sales Coach	<p>Monitor the performance of all Sales Handlers and identify areas of improvement.</p> <p>Develop a relationship with the sales team that makes it easy to communicate their ideas and issues they are facing.</p> <p>Onboard and train new hires.</p> <p>Set learning and financial objectives for the team</p> <p>Develop learning material for the sales staff.</p> <p>Design training courses, coaching sessions, and other role-playing activities.</p> <p>Establish training needs by observing sales encounters, studying sales performance and reports</p> <p>Collect feedback regarding training programs.</p> <p>Provide an estimate of the budget for training programs.</p> <p>Prepare and present reports to the Sales Manager.</p> <p>Stay up-to-date with the new market trends and demands of a corporate sales environment.</p>

Job Code	Job Title	Responsibilities
4008	Sales Trainer	<p>Analyze day to day needs for training in the sales team.</p> <p>Create training curricula and estimate the budget required to create it.</p> <p>Develop material required for training for example outline, handouts, etc.</p> <p>Conduct training sessions for new and current sales personnel.</p> <p>Develop new approaches and techniques for making improvements in training programs.</p> <p>Collect feedback from trainers and trainees and identify the issues they had during the process.</p> <p>Generate results and measure the performance of trainees after the session.</p> <p>Hire new sales force.</p> <p>Coordinate with external trainers and Sales Manager.</p> <p>Maintain and update records of training material.</p> <p>Stay up-to-date with the latest market trends and demands of a corporate sales environment.</p>

Job Code	Job Title	Responsibilities
4009	Success Coach	<p>Assisting clients in determining their personal, financial, and professional goals</p> <p>Advising clients in identifying potential threats and challenges</p> <p>Offering professional guidance</p> <p>Encouraging clients to actively participate in the entire procedure</p> <p>Planning and developing effective strategies for attaining individual goals</p> <p>Gathering feedback from clients</p> <p>Encouraging follow-up sessions</p> <p>Maintaining and updating progress reports of clients</p> <p>Suggesting various skill development and motivation techniques</p> <p>Helping clients develop success-enhancing behavior, routine, and habits</p> <p>Keeping up-to-date with the latest advancements in the corporate training</p> <p>Advising clients in recognizing their milestones</p> <p>Providing one-on-one coaching sessions when required</p> <p>Responding to clients queries via emails or phone calls</p>

Job Code	Job Title	Responsibilities
4010	Technical Trainer	<p data-bbox="696 186 1413 215">Help shape the current strategy of the existing training programs.</p> <p data-bbox="696 256 1473 285">Collect information related to work procedures, workflow, and reports.</p> <p data-bbox="696 327 1541 355">Design technical training programs according to the needs of an organization.</p> <p data-bbox="696 397 1767 426">Track the progress of employees, evaluate the performance of employees and give your feedback.</p> <p data-bbox="696 467 1256 496">Hire external technical trainers whenever required.</p> <p data-bbox="696 537 1066 566">Design effective training material.</p> <p data-bbox="696 608 1283 636">Conduct technical training sessions on a regular basis.</p> <p data-bbox="696 678 1274 707">Maintain and update training data on a regular basis.</p> <p data-bbox="696 748 1075 777">Present training budget estimates.</p> <p data-bbox="696 818 1536 847">Collect feedback from trainees and trainers about technical training sessions.</p> <p data-bbox="696 888 1843 917">Maintain a healthy training environment in compliance with organization standards and legal regulations.</p> <p data-bbox="696 959 1984 987">Educate the team about the maintenance of the operation of equipment by following the manufacturer's instructions.</p> <p data-bbox="696 1029 1644 1058">Stay up to date on the latest technical knowledge through publications and workshops.</p>

Job Code	Job Title	Responsibilities
4011	Technical Training Manager	<p>Analyze and identify the need for technical training in the company.</p> <p>Communicate with the employees and discuss with them the technical issues all are facing.</p> <p>Develop training material including outlines, handouts, and other exercises.</p> <p>Coordinate with industry experts for conducting classroom-style training and workshops.</p> <p>Schedule training sessions through e-learning platforms.</p> <p>Ensure all newly hired employees are given the sales training.</p> <p>Evaluate the job performance of employees to determine the effects of training after the end of each session.</p> <p>Collect feedback from trainers and trainees and make necessary recommendations to make the training programs better.</p> <p>Collaborate with contractors hired for specialized training programs.</p>
4012	Training Administrator	<p>Identify the training needs of our organization and chalk out a plan to carry them out.</p> <p>Design and develop training courses and the documentation, presentations and videos related to the training.</p> <p>Submit the reports of all training activities and the results that are achieved</p> <p>Ensure invoices are being paid and all accounts receivable are well managed</p> <p>Suggest new training programs or improvements when required</p> <p>Ensure classrooms are booked and set properly for the training sessions</p> <p>Take part in developing and implementing training programs</p> <p>Assist vendors and participants to stay in contact</p> <p>Maintain training records such as training lists, schedules, and attendance sheets</p>

Job Code	Job Title	Responsibilities
4013	Training Consultant	<p data-bbox="698 186 1384 215">Collect feedback from trainees and trainers after every session.</p> <p data-bbox="698 260 1406 288">Estimate the cost and prepare reports for each learning program.</p> <p data-bbox="698 333 1330 362">Evaluate training impact on every employee performance.</p> <p data-bbox="698 406 1330 435">Upgrade training database and records of team members.</p> <p data-bbox="698 480 1480 509">Prepare instructional materials such as design manuals and order books.</p> <p data-bbox="698 553 1809 582">Collaborate with external partners such as Leasing Consultant when outsource training will be needed.</p> <p data-bbox="698 627 1285 655">Plan soft skill development and management training.</p> <p data-bbox="698 700 1760 729">Choose educational procedures such as on-job coaching, e-learning, workshops, and conferences.</p>

Job Code	Job Title	Responsibilities
4014	Training Coordinator	<p data-bbox="696 188 1397 215">Determine and analyze the need for training in our organization.</p> <p data-bbox="696 260 1404 287">Design, develop and facilitate training sessions for the new hires.</p> <p data-bbox="696 331 1357 359">Research on training methods suitable for skill development.</p> <p data-bbox="696 403 1227 430">Identify training skills that need to be addressed.</p> <p data-bbox="696 475 1449 502">Develop a training plan and instructional design material accordingly.</p> <p data-bbox="696 547 1256 574">Evaluate the employees after each training session.</p> <p data-bbox="696 619 1525 646">Monitor employee's attendance and performance during training programs.</p> <p data-bbox="696 691 1364 718">Arrange in-house training facilities and necessary equipment.</p> <p data-bbox="696 762 1532 790">Suggest the latest training approaches to make the programs more effective.</p> <p data-bbox="696 834 1431 861">Maintain an effective relationship with all the trainees and trainers.</p> <p data-bbox="696 906 1373 933">Contact industry experts and invite them for training sessions.</p> <p data-bbox="696 978 1429 1005">Keep yourself updated on new training techniques and procedures.</p>

Job Code	Job Title	Responsibilities
4015	Training Facilitator	<p>Evaluate the training needs by interviewing staff and managers</p> <p>Analyze the impact and consequences of training</p> <p>Create training modules based on the training requirement</p> <p>Arrange activities including in-house and off-site locations like presentations, role-playing exercises etc.</p> <p>Order instructional materials like manuals, reference books, etc.</p> <p>Suggest and purchase learning equipment like platforms, projectors, white boards, etc.</p> <p>Engage trainees in your training process with the help of visual aids and improved courses</p> <p>Calculate and prepare reports on training costs</p> <p>Ensure that the training costs fits in the sanctioned budget</p> <p>Discuss career-pathing opportunities with managers</p> <p>Stay up-to-date about latest training practices</p>

Job Code	Job Title	Responsibilities
4016	Training Manager	<p data-bbox="696 188 1413 215">Recruiting skilled personnel to conduct different training sessions.</p> <p data-bbox="696 260 1653 287">Inviting guest speakers in a training session to share their expertise with the employees.</p> <p data-bbox="696 331 2002 359">Analyzing the employee's skills and potential to provide them different training sessions for enhancing their capabilities.</p> <p data-bbox="696 403 1917 430">Identifying the need for training and accordingly, arranging training materials and developing training programs.</p> <p data-bbox="696 475 2011 534">Coordinating with different departments to analyze which departments need training and designing the training strategy accordingly.</p> <p data-bbox="696 579 1173 606">Managing the expenses of training sessions.</p> <p data-bbox="696 651 1261 678">Reporting the effectiveness of the training sessions.</p> <p data-bbox="696 722 1659 750">Making a plan for different pieces of training and applying new developmental methods.</p> <p data-bbox="696 794 1133 821">Conducting different orientation setups.</p> <p data-bbox="696 866 1464 893">Troubleshooting any specific problem and briefing employees about it.</p> <p data-bbox="696 938 1653 965">Following the latest trends and technologies and training employees according to them.</p>

Job Code	Job Title	Responsibilities
4017	Training Specialist	<p data-bbox="696 188 1637 215">Identify and assess training requirements by evaluating the weaknesses and strengths</p> <p data-bbox="696 260 1778 287">Translate needs into training that help groom the employees for the next levels of their career path</p> <p data-bbox="696 331 1359 359">Design annual training programs and prepare coaching plans</p> <p data-bbox="696 403 1778 430">Oversee or develop the production of manuals, instruction materials, aids, and classroom handouts</p> <p data-bbox="696 475 1480 502">Supervise structured learning experiences and also oversee their results</p> <p data-bbox="696 547 1469 574">Familiarize new hires to the company and conduct orientation sessions</p> <p data-bbox="696 619 1473 646">Stay abreast with the latest tools and trends in employee development</p> <p data-bbox="696 691 1039 718">Deliver various training courses</p>

Job Code	Job Title	Responsibilities
5001	Bank Teller	<p data-bbox="698 186 1285 213">Process daily withdrawals and other cash transactions</p> <p data-bbox="698 256 1039 284">Deposit cash and clear cheques</p> <p data-bbox="698 327 1319 354">Track and accept loan payments as well as EMI payments</p> <p data-bbox="698 397 1688 424">Ensure customer satisfaction and loyalty by carrying out deposits and withdrawals properly</p> <p data-bbox="698 467 1532 494">Provide information to the customers about new bank products and services</p> <p data-bbox="698 537 1211 564">Update the customers about new bank policies</p> <p data-bbox="698 608 1473 635">Perform transactions according to government policies and procedures</p> <p data-bbox="698 678 1666 705">Track any fake notes while counting cash and report them to the authorities immediately</p> <p data-bbox="698 748 1617 775">Troubleshoot any issue faced by the customers regarding withdrawal or transactions</p> <p data-bbox="698 818 1335 845">Respond to the customer complaints timely and efficiently</p> <p data-bbox="698 888 1478 916">Keep yourself informed about latest news in banking and finance sector</p>

Job Code	Job Title	Responsibilities
5002	Bilingual Customer Service Representative	<p data-bbox="698 186 1460 215">Communicating with clients to understand their language preferences</p> <p data-bbox="698 256 1541 285">Providing clients with necessary information on various products and services</p> <p data-bbox="698 327 1171 355">Resolving customer queries and complaints</p> <p data-bbox="698 397 1420 426">Directing any urgent calls/issues to the Customer Service Manager</p> <p data-bbox="698 467 1160 496">Processing customer requests and refunds</p> <p data-bbox="698 537 1467 566">Adhering to the industry practices and company standards, at all times</p> <p data-bbox="698 608 1238 636">Maintaining a record of customer communication</p> <p data-bbox="698 678 1341 707">Verifying customer details before processing their requests</p> <p data-bbox="698 748 1348 777">Collecting payments and processing invoices when required</p> <p data-bbox="698 818 1364 847">Conducting customer surveys to ascertain their requirements</p> <p data-bbox="698 888 1090 917">Gathering feedback from customers</p> <p data-bbox="698 959 1180 987">Translating documents and customer emails</p> <p data-bbox="698 1029 1146 1058">Fulfilling monthly and annual sales target</p> <p data-bbox="698 1099 1178 1128">Obtaining call histories as and when needed</p>

Job Code	Job Title	Responsibilities
5003	Call Center Customer Service Representative	<p data-bbox="698 186 1146 215">Making daily inbound and outbound calls</p> <p data-bbox="698 256 1162 285">Listening and addressing customer queries</p> <p data-bbox="698 327 1301 355">Building a long-lasting business relationship with clients</p> <p data-bbox="698 397 1453 426">Maintaining and updating the record of all customer communications</p> <p data-bbox="698 467 1312 496">Providing clients with the necessary product information</p> <p data-bbox="698 537 1285 566">Processing customer applications and refund requests</p> <p data-bbox="698 608 1267 636">Escalating urgent queries to the senior management</p> <p data-bbox="698 678 943 707">Making follow-up calls</p> <p data-bbox="698 748 1162 777">Informing clients about promotional offers</p> <p data-bbox="698 818 1070 847">Maintaining and updating call logs</p> <p data-bbox="698 888 1039 917">Responding to customer emails</p> <p data-bbox="698 959 1296 987">Calling clients to obtain and verify relevant information</p> <p data-bbox="698 1029 1021 1058">Managing customer database</p>

Job Code	Job Title	Responsibilities
5004	Call Center Manager	<p>Hire and train the new staff along with the human resources department.</p> <p>Plan out resources for the call center on a monthly basis effectively.</p> <p>Provide quality customer service.</p> <p>Communicate with the staff and higher management to resolve any issues on the system and process.</p> <p>Handle difficult situations effectively in the call center environment.</p> <p>Analyze the call center needs and provide suggestions to improve the performance and productivity of the staff.</p> <p>Make use of the full potential of the staff and motivate them to deliver their best.</p> <p>Meet the financial objectives of the call center by estimating requirements, preparing an annual budget and scheduling expenditures.</p> <p>Meet the organizational goals and maintain the standard of the services.</p> <p>Develop, implement and maintain technical and professional knowledge by tracking emerging trends in call center operations management</p> <p>Evaluate the team's performance on a timely basis.</p>

Job Code	Job Title	Responsibilities
5005	Call Center Representative	<p data-bbox="696 186 1458 215">Make and attend necessary phone calls - inbound and outbound calls.</p> <p data-bbox="696 260 1249 288">Provide the required information to the customers</p> <p data-bbox="696 331 1339 360">Resolve any queries regarding the services of the company</p> <p data-bbox="696 403 1868 432">Provide excellent services and ensure customer satisfaction by solving customer queries as soon as possible</p> <p data-bbox="696 475 1458 504">Search for the sales opportunities as they arise and make full use of it</p> <p data-bbox="696 547 1395 576">Identify potential customers and make the necessary sales pitch</p> <p data-bbox="696 619 1196 647">Maintain cordial relationships with customers</p> <p data-bbox="696 691 1435 719">Maintain database by updating customer information on daily basis</p> <p data-bbox="696 762 1420 791">Explain new features to the customers and answer their questions</p> <p data-bbox="696 834 1200 863">Write communication scripts for inbound calls</p> <p data-bbox="696 906 1520 935">Keep the team informed about customer calls and demos on a regular basis</p>

Job Code	Job Title	Responsibilities
5006	Call Center Supervisor	<p data-bbox="696 188 1592 215">Creating a job ad and posting it on various channels to find the desired candidates</p> <p data-bbox="696 260 1256 287">Assisting in hiring and training new call center staff.</p> <p data-bbox="696 331 1373 359">Coordinating with other departments to set goals and targets.</p> <p data-bbox="696 403 1377 430">Assigning the calls waiting to the team in an unbiased manner.</p> <p data-bbox="696 475 1234 502">Motivating the team to achieve the given targets.</p> <p data-bbox="696 547 1491 574">Resolving staff queries regarding the company's policies and sales issues.</p> <p data-bbox="696 619 1697 646">Ensuring the staff follows the established procedures, the company's rules, and regulations.</p> <p data-bbox="696 691 1536 718">Maintaining the call center database including staff performance and call log.</p> <p data-bbox="696 762 1621 790">Upholding the standard of the services and ensure adherence to all the stated terms.</p> <p data-bbox="696 834 1753 861">Providing suggestions to the upper management to improve the quality of services and products.</p> <p data-bbox="696 906 1417 933">Ensuring a friendly and healthy working environment for the staff.</p> <p data-bbox="696 978 1800 1005">Communicating with the team regularly regarding their grievances and measuring their performance.</p> <p data-bbox="696 1050 1536 1077">Reporting the progress of the team to upper management on a regular basis.</p>

Job Code	Job Title	Responsibilities
5007	Client Services Manager	<p data-bbox="698 186 1335 215">Building and maintaining long term customer relationships</p> <p data-bbox="698 256 1350 285">Conducting customer service presentations for new recruits</p> <p data-bbox="698 327 1496 355">Monitoring customer satisfaction and suggesting improvement measures</p> <p data-bbox="698 397 1408 426">Addressing client queries in a professional and courteous manner</p> <p data-bbox="698 467 1245 496">Advising clients on different products and services</p> <p data-bbox="698 537 1379 566">Conducting surveys and questionnaires to gain client feedback</p> <p data-bbox="698 608 1771 636">Planning and participating in marketing campaigns along with the Marketing and Sales department</p> <p data-bbox="698 678 1323 707">Supervising trainees and providing the necessary support</p> <p data-bbox="698 748 1077 777">Developing client service protocols</p> <p data-bbox="698 818 1505 847">Maintaining a record of client phone calls and emails for training purposes</p> <p data-bbox="698 888 1223 917">Determining monthly KPIs by generating reports</p> <p data-bbox="698 959 1279 987">Suggesting effective strategies to acquire new clients</p> <p data-bbox="698 1029 1099 1058">Maintaining different client accounts</p>

Job Code	Job Title	Responsibilities
5008	Client Servicing Executive	<p data-bbox="696 188 1397 215">Communicating with clients via phone calls, emails, or in-person</p> <p data-bbox="696 256 1122 284">Identifying and resolving client queries</p> <p data-bbox="696 325 1603 352">Maintaining a detailed and accurate record of all client details and communications</p> <p data-bbox="696 394 1476 421">Building and maintaining long-lasting business relationships with clients</p> <p data-bbox="696 462 1496 489">Ensuring to respond to client queries in a professional and timely manner</p> <p data-bbox="696 531 1827 558">Assisting in the hiring process and providing necessary guidance to the team members and new recruits</p> <p data-bbox="696 600 1749 627">Providing clients with relevant information on the products and services offered by the company</p> <p data-bbox="696 668 1487 695">Identifying and making promotional/marketing offers to potential clients</p> <p data-bbox="696 737 1196 764">Achieving the monthly/yearly revenue targets</p> <p data-bbox="696 805 1021 833">Performing on-site sales visits</p> <p data-bbox="696 874 1711 901">Drafting and negotiating the terms and conditions mentioned in the client service agreement</p>

Job Code	Job Title	Responsibilities
5009	Concierge	<p data-bbox="698 186 1196 215">Greeting the guest or client upon their arrival.</p> <p data-bbox="698 260 1323 288">Assisting the guest and introducing them to the property.</p> <p data-bbox="698 333 1379 362">Understanding their property requirements and specifications.</p> <p data-bbox="698 406 1368 435">Answering questions of the guests via phone calls and emails.</p> <p data-bbox="698 480 1025 509">Booking rooms for the clients.</p> <p data-bbox="698 553 1391 582">Providing excellent customer service and customer satisfaction.</p> <p data-bbox="698 627 1391 655">Working in collaboration with the Support and Marketing team.</p> <p data-bbox="698 700 1249 729">Maintaining a healthy relationship with the clients.</p> <p data-bbox="698 774 1451 802">Arranging events and transportation as per the request of the guests.</p> <p data-bbox="698 847 1424 876">Communicating with the existing and old guests on a regular basis.</p> <p data-bbox="698 920 1200 949">Resolving issues and complaints of the guests.</p> <p data-bbox="698 994 1525 1023">Preparing monthly reports and presenting them to the higher management.</p> <p data-bbox="698 1067 1317 1096">Adhering to all the rules and regulations of the company.</p>

Job Code	Job Title	Responsibilities
5010	Customer Relationship Manager	<p data-bbox="698 186 1240 215">Setting customer expectations and revenue goals.</p> <p data-bbox="698 256 1240 285">Identifying customer demands and requirements.</p> <p data-bbox="698 327 1281 355">Developing plans to address customer-specific needs.</p> <p data-bbox="698 397 1413 426">Dealing with people of different backgrounds and temperaments.</p> <p data-bbox="698 467 1135 496">Solving customer issues and complaints.</p> <p data-bbox="698 537 1361 566">Planning strategies for customer care and conflict resolution.</p> <p data-bbox="698 608 1263 636">Cross-selling products and services to the customer.</p> <p data-bbox="698 678 1153 707">Advising customers on cost-effectiveness.</p> <p data-bbox="698 748 1167 777">Overseeing the activities of the sales team.</p> <p data-bbox="698 818 1267 847">Offering exceptional customer service to customers.</p> <p data-bbox="698 888 1144 917">Negotiating agreements with customers.</p> <p data-bbox="698 959 1218 987">Maintaining good relationships with customers.</p> <p data-bbox="698 1029 1274 1058">Approaching prospective customers to build rapport.</p> <p data-bbox="698 1099 1541 1128">Taking feedback from customers to ensure they are satisfied with the service.</p>

Job Code	Job Title	Responsibilities
5011	Customer Service Associate	<p data-bbox="696 186 1435 215">Understanding the products and services provided by the company.</p> <p data-bbox="696 256 1167 285">Knowing and identifying the client's needs.</p> <p data-bbox="696 327 1469 355">Recommending products and services as per the client's requirements.</p> <p data-bbox="696 397 1055 426">Maintaining client's relationship.</p> <p data-bbox="696 467 1211 496">Assisting clients via calls, emails, messages, etc.</p> <p data-bbox="696 537 1072 566">Preparing call scripts and manuals.</p> <p data-bbox="696 608 1032 636">Verifying the customer details.</p> <p data-bbox="696 678 1189 707">Recording and document client's complaints.</p> <p data-bbox="696 748 1200 777">Diverting the call to the relevant departments.</p> <p data-bbox="696 818 1391 847">Providing excellent customer service and customer satisfaction.</p> <p data-bbox="696 888 1285 917">Maintaining the confidentiality of client's information.</p> <p data-bbox="696 959 1234 987">Following up with the client as and when needed.</p> <p data-bbox="696 1029 1061 1058">Taking feedback from the clients.</p> <p data-bbox="696 1099 1189 1128">Training and supervising the new employees.</p>

Job Code	Job Title	Responsibilities
5012	Customer Service Consultant	<p data-bbox="698 186 1263 215">Understanding the client's needs and requirements.</p> <p data-bbox="698 256 1133 285">Asking personal details from the clients.</p> <p data-bbox="698 327 1144 355">Identifying client's concerns and queries.</p> <p data-bbox="698 397 1323 426">Explaining products and services offered by the company.</p> <p data-bbox="698 467 1032 496">Taking orders from the clients.</p> <p data-bbox="698 537 1032 566">Processing bills and payments.</p> <p data-bbox="698 608 1099 636">Resolving any complaints and issues.</p> <p data-bbox="698 678 1429 707">Answering all the questions faced by the clients via phone or email.</p> <p data-bbox="698 748 1476 777">Offering excellent customer service and ensuring customer satisfaction.</p> <p data-bbox="698 818 1305 847">Maintaining a detailed record of the client's complaints.</p> <p data-bbox="698 888 1211 917">Assisting in hiring and training new employees.</p> <p data-bbox="698 959 1323 987">Performing some managerial tasks as and when required.</p> <p data-bbox="698 1029 1249 1058">Maintaining a healthy relationship with the clients.</p> <p data-bbox="698 1099 1274 1128">Maintaining customer database for future reference.</p>

Job Code	Job Title	Responsibilities
5013	Customer Service Coordinator	<p>Overseeing Customer Service Representatives and other team members</p> <p>Ensuring that the team members adhere to the company guidelines and policies at all times</p> <p>Providing the clients with product and service knowledge</p> <p>Identifying and resolving any urgent customer service queries</p> <p>Providing regular training sessions and workshops to the team members</p> <p>Developing and implementing monthly/yearly departmental goals</p> <p>Maintaining and updating client database</p> <p>Ensuring that follow-up and promotional calls are being made on time</p> <p>Responding to client queries via phone calls and emails</p> <p>Addressing any customer queries in a professional and timely manner</p> <p>Coordinating with the Marketing department to create promotional events and campaigns</p>

Job Code	Job Title	Responsibilities
5014	Customer Service Manager	<p data-bbox="696 185 1245 220">Make sure customer service quality is maintained.</p> <p data-bbox="696 256 1413 292">Respond to customer issues and resolve them in a timely manner.</p> <p data-bbox="696 328 1610 363">Introduce new methods and strategies to improve the customer service experience.</p> <p data-bbox="696 400 1756 435">Accurately record all the documents and service issues and take strict follow up to the resolution.</p> <p data-bbox="696 472 1543 507">Recruit and train the junior staff to achieve excellence in the respective fields.</p> <p data-bbox="696 544 1720 579">Conduct budget costing for the department along with the Customer Service Representatives.</p> <p data-bbox="696 616 1240 651">Make sure the department's targets are achieved.</p> <p data-bbox="696 687 1559 722">Manage the product or service procedure and workflow according to priorities.</p> <p data-bbox="696 759 1240 794">Apply best practices to the areas of improvement.</p>

Job Code	Job Title	Responsibilities
5015	Customer Service Representative	<p data-bbox="698 186 1352 215">Update and maintain customer information in the database.</p> <p data-bbox="698 256 1397 285">Understand the kind of services we offer during the job training.</p> <p data-bbox="698 327 1361 355">Provide customers with all the information that they require.</p> <p data-bbox="698 397 1865 426">Keep track of customer accounts by recording their account information and the issues they have reported.</p> <p data-bbox="698 467 1471 496">Handle customer complaints actively and ensure its resolution on time.</p> <p data-bbox="698 537 1532 566">Take orders and calculate the charges by processing customers' information.</p> <p data-bbox="698 608 1606 636">Answer customer questions and maintain healthy relationships with the customers.</p> <p data-bbox="698 678 1173 707">Review customer accounts for any changes.</p> <p data-bbox="698 748 1637 777">Resolve customer complaints on time and ensure the quality of services is maintained.</p> <p data-bbox="698 818 1532 847">Handle change in policies of the company and explain them to the customer.</p> <p data-bbox="698 888 1086 917">Generate sales leads for our clients.</p> <p data-bbox="698 959 1641 987">Maintain a record of all the tasks undertaken and submit it to the higher management.</p>

Job Code	Job Title	Responsibilities
5016	Customer Service Supervisor	<p>Hiring and training customer service executives</p> <p>Addressing customer queries and complaints in a timely and professional manner</p> <p>Coordinating the day-to-day activities of the department</p> <p>Ensuring that the team members adhere to the customer service guidelines and company policies</p> <p>Communicating with customers via phone calls and emails</p> <p>Planning and implementing effective customer service strategies</p> <p>Maintaining a record of all customer data</p> <p>Directing any urgent or sensitive issues to the Customer Service Manager</p> <p>Gathering feedback from customers on the services rendered</p> <p>Processing customer refunds and exchanges</p> <p>Preparing monthly and annual team targets</p> <p>Keeping up-to-date with the company's new products and other offerings</p> <p>Analyzing customer service reports and suggesting improvements</p> <p>Preparing and assigning daily work schedules to the team members</p>

Job Code	Job Title	Responsibilities
5017	Customer Success Manager	<p data-bbox="696 188 1205 215">Networking to develop customer relationships</p> <p data-bbox="696 256 1704 284">Maintaining existing customer base and encouraging cross-sells via effective communication</p> <p data-bbox="696 325 1458 352">Reviewing and implementing improvement measures and procedures</p> <p data-bbox="696 394 1536 421">Coordinating with the Sales team to determine business goals and objectives</p> <p data-bbox="696 462 1126 489">Hiring and training new team members</p> <p data-bbox="696 531 1352 558">Handling all customer queries and complaints professionally</p> <p data-bbox="696 600 1173 627">Managing customer business and portfolios</p> <p data-bbox="696 668 1283 695">Arranging skill-building workshops for team members</p> <p data-bbox="696 737 1834 764">Identifying and contacting potential brand ambassadors to promote our company's product and services</p> <p data-bbox="696 805 1263 833">Enhancing customer experience and reducing churn</p> <p data-bbox="696 874 1102 901">Promoting upselling and cross-selling</p> <p data-bbox="696 943 1290 970">Following up with customers on subscription renewals</p> <p data-bbox="696 1011 1296 1038">Conducting product demonstrations and presentations</p>

Job Code	Job Title	Responsibilities
5018	Customer Support Executive	<p data-bbox="696 186 1435 215">Understanding the products and services provided by the company.</p> <p data-bbox="696 260 1182 288">Preparing company policies and procedures.</p> <p data-bbox="696 333 1326 362">Developing training lessons with service delivery systems.</p> <p data-bbox="696 406 1310 435">Managing a team of Customer Support Representatives.</p> <p data-bbox="696 480 1525 509">Supporting the customer through an email ticketing system and phone calls.</p> <p data-bbox="696 553 1178 582">Resolving customer complaints and queries.</p> <p data-bbox="696 627 1184 655">Providing detailed information to customers.</p> <p data-bbox="696 700 1335 729">Monitoring the performance of individual representatives.</p> <p data-bbox="696 774 1352 802">Maintaining records of each phone call for future reference.</p> <p data-bbox="696 847 1317 876">Assisting the HR department with hiring new employees.</p> <p data-bbox="696 920 1536 949">Providing the new employees with training sessions for enhancing their skills.</p> <p data-bbox="696 994 1296 1023">Offering exceptional customer service and satisfaction.</p> <p data-bbox="696 1067 1319 1096">Following up with customers for any further information.</p> <p data-bbox="696 1141 1104 1169">Taking feedback from the customers.</p>

Job Code	Job Title	Responsibilities
5019	Customer Support Manager	<p data-bbox="698 186 1352 215">Assigning specific tasks/customer queries to team members</p> <p data-bbox="698 256 1377 285">Managing a large number of customer accounts professionally</p> <p data-bbox="698 327 1182 355">Replying to urgent incoming calls and emails</p> <p data-bbox="698 397 1346 426">Maintaining an accurate record of all customer interactions</p> <p data-bbox="698 467 1193 496">Establishing monthly and annual sales targets</p> <p data-bbox="698 537 1451 566">Developing ways and strategies for improving customer relationships</p> <p data-bbox="698 608 1361 636">Creating long-lasting relationships and generating sales leads</p> <p data-bbox="698 678 1554 707">Planning and implementing effective customer service procedures and policies</p> <p data-bbox="698 748 1249 777">Analyzing metrics and team performance statistics</p> <p data-bbox="698 818 1216 847">Hiring, training, and supervising team members</p> <p data-bbox="698 888 1361 917">Designing customer loyalty programs and promotional offers</p> <p data-bbox="698 959 1240 987">Preparing action plans to facilitate organic growth</p> <p data-bbox="698 1029 1005 1058">Monitoring assigned budget</p> <p data-bbox="698 1099 1205 1128">Monitoring day-to-day department operations</p>

Job Code	Job Title	Responsibilities
5020	Customer Support Representative	<p data-bbox="696 186 1211 215">Achieving sales targets set by the organization.</p> <p data-bbox="696 256 1240 285">Identifying a customer's requirements and needs.</p> <p data-bbox="696 327 1391 355">Communicating with customers via calls, messages, and emails.</p> <p data-bbox="696 397 1093 426">Generating sales leads productively.</p> <p data-bbox="696 467 1480 496">Providing information to the customer about the products and services.</p> <p data-bbox="696 537 1252 566">Building a healthy relationship with the customers.</p> <p data-bbox="696 608 1361 636">Maintaining customer's account with all the required details.</p> <p data-bbox="696 678 1205 707">Managing all the incoming calls and messages.</p> <p data-bbox="696 748 1317 777">Handling customer complaints calmly and professionally.</p> <p data-bbox="696 818 1178 847">Resolving customer complaints and queries.</p> <p data-bbox="696 888 1384 917">Maintaining customer interaction records for future reference.</p> <p data-bbox="696 959 1294 987">Following up with the customer as and when required.</p> <p data-bbox="696 1029 1128 1058">Collecting feedback from the customer.</p> <p data-bbox="696 1099 1066 1128">Making use of helpdesk software.</p>

Job Code	Job Title	Responsibilities
5021	Customer Support Specialist	<p>Maintain a good relationship between customers and the company.</p> <p>Provide detailed information about the products and services offered to the customers.</p> <p>Communicate effectively with the customer support team.</p> <p>Open and maintain customer account with all the desired account information.</p> <p>Listen to customer complaints and provide adequate solutions for their problem via phone or email.</p> <p>Propose potential products or services to top management to gather customer information and analyze customer needs.</p> <p>Achieve sales targets productively.</p> <p>Train the junior staff on improving customer satisfaction.</p> <p>Handle and manage surveys in regards to resolving customer service problems.</p> <p>Keep the record of customers and follow-up with them on a timely basis for better customer experience.</p>

Job Code	Job Title	Responsibilities
5022	Debt Collector	<p data-bbox="698 186 1675 215">Ensure that the legal requirements are met before going forward with the payment terms</p> <p data-bbox="698 256 1368 285">Check overdue bills and prepare a payment plan for the same</p> <p data-bbox="698 327 1561 355">Track the outstanding debts and contact debtors to follow up on a weekly basis</p> <p data-bbox="698 397 1099 426">Negotiate payment terms if required</p> <p data-bbox="698 467 1498 496">Plan strategically on how to recover the money payable by the customers</p> <p data-bbox="698 537 1361 566">Coordinate with debtors to inquire about their current status</p> <p data-bbox="698 608 1514 636">Respond to the customer queries immediately. Resolve inadequacies if any</p> <p data-bbox="698 678 1603 707">Maintain a healthy relationship with the debtors to prevent any issues in the future</p> <p data-bbox="698 748 1742 777">Contact customers and negotiate with them if they are unable to pay all the amount collectively</p> <p data-bbox="698 818 1489 847">Update the customer information on the database as and when required</p> <p data-bbox="698 888 1787 917">Inform the higher officials about difficult or abusive debtors, delinquent accounts of credit card, etc.</p> <p data-bbox="698 959 1346 987">Act according to the company policies and legal procedures</p>

Job Code	Job Title	Responsibilities
5023	Desktop Support Engineer	<p data-bbox="696 186 1592 215">Guide customers to download applications and use computer peripherals devices.</p> <p data-bbox="696 256 1581 285">Provide technical assistance to the clients regarding any operating system issues.</p> <p data-bbox="696 327 1787 355">Communicate with the clients to dig into the real problem. Conduct screenshare sessions if required</p> <p data-bbox="696 397 1267 426">Personalize new applications regarding client issues.</p> <p data-bbox="696 467 1391 496">Ensure all the desktop computer systems are working properly.</p> <p data-bbox="696 537 1933 566">Refer unresolved issues to the higher officials such as Technical Support Manager and provide useful suggestions.</p> <p data-bbox="696 608 1767 636">Maintain and update the record of issues and take measures to prevent those issues in the future.</p> <p data-bbox="696 678 1104 707">Make report of the customer queries</p> <p data-bbox="696 748 1581 777">Troubleshoot any problems regarding software and hardware computer support.</p>

Job Code	Job Title	Responsibilities
5024	Front Desk Representative	<p data-bbox="696 188 1339 215">Organize the things and keep the front desk clean and tidy.</p> <p data-bbox="696 260 1496 287">Ensure all the necessary stationery and the necessary forms are available.</p> <p data-bbox="696 331 1267 359">Note customer complaints and answer their queries.</p> <p data-bbox="696 403 1193 430">Welcome the customers in a friendly manner.</p> <p data-bbox="696 475 1402 502">Explain the company's policies and procedures to the customers.</p> <p data-bbox="696 547 2085 606">Attend calls and messages and redirect them to the respective departments when needed. In the case, if higher management is not able to receive their calls, keep a record of the messages received.</p> <p data-bbox="696 651 2063 710">Receive and forward mails and official documents to the concerned officials. Ensure that you keep a record of the documents sent and received.</p> <p data-bbox="696 754 1335 782">Schedule meetings of the clients with higher management.</p> <p data-bbox="696 826 1061 853">Maintain the attendance register.</p> <p data-bbox="696 898 1319 925">Keep the record of the inventory and other files updated.</p> <p data-bbox="696 970 1491 997">Monitor the daily inventory cost and note it down on designated ledgers.</p> <p data-bbox="696 1042 1296 1069">Manage extra work such as bookings, reservations, etc.</p>

Job Code	Job Title	Responsibilities
5025	Help Desk Manager	<p>Lead day to day help desk support tasks.</p> <p>Ensure that the staff is responsive to the complaints.</p> <p>Assign tasks to Help Desk Technical Support teams.</p> <p>Manage Service Desk Support team and other Desk Technicians.</p> <p>Provide adequate services to the customers.</p> <p>Provide timely response to tickets along with the distribution of tickets to appropriate team members.</p> <p>Handle all the complaints and queries efficiently.</p> <p>Provide the best solutions for technical issues and problems.</p> <p>Follow up with customers to determine various areas of improvement.</p> <p>Motivate and mentor the staff to achieve goals and evaluate their performance.</p> <p>Assists Help Desk team in resolving complex network problems.</p> <p>Prepare a report on monthly help desk staff performance.</p>

Job Code	Job Title	Responsibilities
5026	Help Desk Specialist	<p data-bbox="698 186 1294 215">Provide technical support to users via the service desk.</p> <p data-bbox="698 256 1151 285">Troubleshoot any technical inadequacies.</p> <p data-bbox="698 327 1787 355">Give step-by-step guidance to customers over the telephonic call or schedule a screen share session</p> <p data-bbox="698 397 1877 426">Track the common issues faced by the customers and follow-up regarding the same with the technical team.</p> <p data-bbox="698 467 1043 496">Update the customer database.</p> <p data-bbox="698 537 1408 566">Make sure the best customer services are provided to the clients.</p> <p data-bbox="698 608 1787 636">Ensure the improvements are made for the issues and suggest new strategies to tackle these issues.</p> <p data-bbox="698 678 1505 707">Provide technical support and training to the junior staff of the call center.</p> <p data-bbox="698 748 992 777">Train the newly hired staff.</p> <p data-bbox="698 818 1440 847">Respond to difficult customers with patience and take quick actions.</p>

Job Code	Job Title	Responsibilities
5027	IT Help Desk Technician	<p data-bbox="696 186 1839 215">Understand the nature of the issues the customer is facing and provide adequate solutions for the same.</p> <p data-bbox="696 260 1196 288">Respond to customer queries and complaints.</p> <p data-bbox="696 331 1917 360">Troubleshoot technical inadequacies by obtaining required information from the customer over phone or email.</p> <p data-bbox="696 403 1904 432">Report difficult or complex issues to the Help Desk Manager. Try finding a feasible solution as soon as possible.</p> <p data-bbox="696 475 1232 504">Provide excellent customer service to the clients.</p> <p data-bbox="696 547 1223 576">Follow up with the customers on a regular basis.</p> <p data-bbox="696 619 1917 647">Maintain the record of common issues related to customer complaints and report them to higher management.</p> <p data-bbox="696 691 1382 719">Determine potential issues and get them resolved beforehand.</p> <p data-bbox="696 762 1240 791">Suggest improvements in the existing procedures.</p> <p data-bbox="696 834 1205 863">Ensure that all the issues are resolved on time.</p>

Job Code	Job Title	Responsibilities
5028	Member Service Representative	<p data-bbox="696 186 1240 215">Welcoming customers and greeting them warmly.</p> <p data-bbox="696 260 1285 288">Listening to customer needs and concerns attentively.</p> <p data-bbox="696 333 1319 362">Resolving customer complaints in a professional manner.</p> <p data-bbox="696 406 1308 435">Explaining to members about the products and services.</p> <p data-bbox="696 480 1541 509">Providing information about member fees, benefits, policies, and procedures.</p> <p data-bbox="696 553 1296 582">Recommending products and services to the members.</p> <p data-bbox="696 627 1200 655">Solving queries and issues related to payment.</p> <p data-bbox="696 700 1330 729">Documenting the member's problem for future reference.</p> <p data-bbox="696 774 1487 802">Responding to phone calls and directing them to the appropriate person.</p> <p data-bbox="696 847 1240 876">Balancing a cash register and credit card machine.</p> <p data-bbox="696 920 1151 949">Maintaining a positive work environment.</p> <p data-bbox="696 994 1308 1023">Reporting to the Supervisor on the day-to-day activities.</p> <p data-bbox="696 1067 1532 1096">Attending workshops and conferences to enhance your skills and knowledge.</p> <p data-bbox="696 1141 1240 1169">Maintaining reports on members and their details.</p>

Job Code	Job Title	Responsibilities
5029	Receptionist	<p data-bbox="696 188 1648 215">Greeting customers with a pleasant attitude and responding to their queries efficiently.</p> <p data-bbox="696 260 1319 287">Answering phone calls in a pleasant and friendly manner.</p> <p data-bbox="696 331 1200 359">Maintaining the reception area clean and tidy.</p> <p data-bbox="696 403 1189 430">Managing the meetings and list of attendees.</p> <p data-bbox="696 475 1688 502">Organizing, sorting, distributing mails and dispatching them to the respective departments.</p> <p data-bbox="696 547 1520 574">Receiving calls forwarding them to the respective employee or department.</p> <p data-bbox="696 619 1361 646">Providing relevant information to customers who visit or call.</p> <p data-bbox="696 691 1216 718">Handling queries and maintaining their records.</p> <p data-bbox="696 762 1429 790">Maintaining and updating event calendar and scheduling meetings.</p> <p data-bbox="696 834 1476 861">Following up with the customers and ensuring their issues are resolved.</p> <p data-bbox="696 906 1256 933">Maintaining, updating and monitoring the logbook.</p> <p data-bbox="696 978 1525 1005">Monitoring and maintaining security by issuing visitor badges/visitor passes.</p> <p data-bbox="696 1050 1861 1077">Performing various administrative duties and clerical tasks such as faxing, emailing and making phone calls.</p> <p data-bbox="696 1121 1532 1149">Keeping an inventory of office materials such as stationery, papers, files, etc.</p>

Job Code	Job Title	Responsibilities
5030	Technical Account Manager	<p data-bbox="696 186 1261 215">Provide technical service and support to the clients.</p> <p data-bbox="696 256 1561 285">Maximize the sales of a company by analyzing potential business opportunities.</p> <p data-bbox="696 327 2047 355">Work closely with the project management team to keep yourself updated about the developments in the ongoing projects.</p> <p data-bbox="696 397 1314 426">Maintain good and healthy relations with the customers.</p> <p data-bbox="696 467 1072 496">Keep track of key account metrics.</p> <p data-bbox="696 537 1305 566">Resolve any technical issues reported by the customers.</p> <p data-bbox="696 608 2085 678">Train the staff to provide the best technical and customer support. Strategic planning and guidance is a must to deliver the best possible solutions.</p> <p data-bbox="696 719 1693 748">Coordinate with the business development team to increase sales by offering new features.</p> <p data-bbox="696 790 1753 818">Handle the non-technical users professionally and ensure that his queries are answered properly.</p> <p data-bbox="696 860 1668 888">Explain the upgrades and features to the customer while adhering to the company policy.</p> <p data-bbox="696 930 1456 959">Evaluate the staff on the basis of performance and customer services.</p> <p data-bbox="696 1000 1182 1029">Provide best results under all circumstances.</p>

Job Code	Job Title	Responsibilities
5031	Technical Engineer	<p data-bbox="698 186 1576 215">Identifying potential problems and implementing appropriate technical solutions</p> <p data-bbox="698 256 1375 285">Guiding and offering technical expertise to the team members</p> <p data-bbox="698 327 1375 355">Preparing detailed reports of daily activities and project status</p> <p data-bbox="698 397 1375 426">Overseeing the development of new technological procedures</p> <p data-bbox="698 467 1323 496">Installing and configuring operating systems and software</p> <p data-bbox="698 537 1469 566">Creating support procedures for daily tasks and monitoring its progress</p> <p data-bbox="698 608 1547 636">Identifying the root cause of a problem and informing the stakeholders in time</p> <p data-bbox="698 678 1576 707">Assisting the senior management in creating instructional manuals and materials</p> <p data-bbox="698 748 1417 777">Maintaining log entries of pending and completed system updates</p> <p data-bbox="698 818 1559 847">Monitoring and troubleshooting all aspects of computer network and hardware</p> <p data-bbox="698 888 1408 917">Resolving all technical issues and escalating the unresolved issues</p> <p data-bbox="698 959 1308 987">Developing and implementing strategies and prototypes</p> <p data-bbox="698 1029 1066 1058">Undertaking quality control check</p> <p data-bbox="698 1099 1359 1128">Assisting the engineering team in their day to day operations</p>

Job Code	Job Title	Responsibilities
5032	Technical Support Manager	<p data-bbox="696 186 1554 215">Providing appropriate solutions to the technical issues faced by the customers.</p> <p data-bbox="696 258 1491 287">Providing customer support services in addition to the technical services.</p> <p data-bbox="696 330 1335 359">Prioritizing and dealing with the issues in a timely manner.</p> <p data-bbox="696 402 1476 430">Installing new operating systems and replacing the old ones if required.</p> <p data-bbox="696 474 1458 502">Executing electrical safety checks to avoid any accidents in the future.</p> <p data-bbox="696 545 1599 574">Keeping track of the customer queries and resolving the issues as early as possible.</p> <p data-bbox="696 617 1740 646">Ensuring that the fault is completely rectified and ensuring that it does not appear in the future.</p> <p data-bbox="696 689 1146 718">Providing correct feedback to customers.</p> <p data-bbox="696 761 1301 790">Preparing technical support team performance reports.</p>

Job Code	Job Title	Responsibilities
6001	3D Artist	<p data-bbox="698 186 1798 215">Creating visual elements, effects, and animations using 3D modeling, texturing, and other techniques</p> <p data-bbox="698 256 1451 285">Communicating with clients to understand their design requirements</p> <p data-bbox="698 327 1184 355">Conceptualizing and developing design ideas</p> <p data-bbox="698 397 1798 426">Coordinating with Graphic Designers and Animators in creating realistic scenes for games and movies</p> <p data-bbox="698 467 1364 496">Analyzing 3D arts and graphics and suggesting improvements</p> <p data-bbox="698 537 1326 566">Developing 3D graphics inline with the industry standards</p> <p data-bbox="698 608 1279 636">Discussing project timelines and progress with clients</p> <p data-bbox="698 678 1330 707">Optimizing 3D arts and models to develop real-life objects</p> <p data-bbox="698 748 1229 777">Examining and troubleshooting any design issues</p> <p data-bbox="698 818 1124 847">Gathering design feedback from clients</p> <p data-bbox="698 888 1267 917">Conducting in-depth research for upcoming projects</p> <p data-bbox="698 959 1207 987">Staying updated about the latest design trends</p>

Job Code	Job Title	Responsibilities
6002	Calligrapher	<p data-bbox="696 188 1417 215">Understanding and providing artwork as per client's requirements</p> <p data-bbox="696 260 1346 287">Choosing appropriate materials according to the given brief</p> <p data-bbox="696 331 1384 359">Researching and learning new font styles to upgrade your skills</p> <p data-bbox="696 403 1274 430">Providing project timelines and adhering to the same</p> <p data-bbox="696 475 1216 502">Preparing layout and drafts for clients to review</p> <p data-bbox="696 547 1491 574">Using different brushes, inks, papers and stencils to attain desired results</p> <p data-bbox="696 619 1984 646">Maintaining cleanliness of the workstation and regularly checking nibs and brushes for any debris, rust and air bubbles</p> <p data-bbox="696 691 1435 718">Creating different design portfolio for both online and offline clients</p> <p data-bbox="696 762 1563 790">Using different calligraphy techniques, markers and pencils to complete project</p> <p data-bbox="696 834 1671 861">Including both modern and traditional calligraphy techniques to create beautiful artworks</p> <p data-bbox="696 906 1413 933">Addressing any client queries in a professional and timely manner</p> <p data-bbox="696 978 2074 1037">Using special tools and inks to create beautiful lettering for wedding invitations, event announcements, logo designs or for any other memorable occasions.</p>

Job Code	Job Title	Responsibilities
6003	Design Director	<p data-bbox="698 186 1010 215">Creating high quality designs</p> <p data-bbox="698 256 1435 285">Pitching ideas to clients and presenting a rough sketch for reference</p> <p data-bbox="698 327 1420 355">Ensuring that the clients needs are met and brand's voice retained</p> <p data-bbox="698 397 1223 426">Supervising and leading multiple design projects</p> <p data-bbox="698 467 1117 496">Selecting appropriate design elements</p> <p data-bbox="698 537 1205 566">Overseeing and motivating the team members</p> <p data-bbox="698 608 954 636">Holding client meetings</p> <p data-bbox="698 678 1541 707">Developing marketing materials in association with Sales and Marketing team</p> <p data-bbox="698 748 1081 777">Recruiting and training new joinees</p> <p data-bbox="698 818 1299 847">Understanding the clients needs, timelines, and budget</p> <p data-bbox="698 888 1061 917">Planning strategic design outlines</p> <p data-bbox="698 959 1077 987">Creating mockups and storyboards</p> <p data-bbox="698 1029 1288 1058">Visualizing an appropriate project completion timeline</p> <p data-bbox="698 1099 1391 1128">Adhering to the project constraints like the timeline and budget</p>

Job Code	Job Title	Responsibilities
6004	Game Designer	<p>Planning and designing interactive games, both for educational and entertainment purposes</p> <p>Developing storyline, plot, characters, and settings</p> <p>Suggesting game ideas to senior management and team members</p> <p>Establishing gaming prototypes</p> <p>Monitoring project progress and workflows</p> <p>Coordinating with QA Testers to test the game features</p> <p>Ensuring games work on different platforms and devices</p> <p>Understanding audience requirements by conducting market research</p> <p>Planning and writing storyboards</p> <p>Communicating with UX Designers for friendly game functionality</p> <p>Gathering reviews on game designs</p> <p>Experimenting with different game designs, themes, and genres</p> <p>Checking for the sound and video quality to achieve desired results</p> <p>Improving the functionality of existing games</p>

Job Code	Job Title	Responsibilities
6005	Graphic Designer	<p>Document a design brief to update the client and all the stakeholders.</p> <p>Develop a project implementation plan and the budget breakup.</p> <p>Use creativity to build new ideas and design concepts as per the client's needs.</p> <p>Edit and adjust design drafts with recommendations for final approval.</p> <p>Create the visual concept of pictures, art, and designs to reflect the desired theme and tone of the communications.</p> <p>Knowledge of font size and style to enhance the readability of text and images.</p> <p>Test the resolution of the graphics over various media and screen sizes.</p> <p>Build a healthy relationship with clients, designers, copywriters, and other team members.</p> <p>Assist the hiring manager and train design team.</p> <p>Coordinate with the sales team and the other designers to have deeper insights into client requirements.</p> <p>Update technical knowledge through design workshops, review professional publications and participate in professional webinars.</p>

Job Code	Job Title	Responsibilities
6006	Illustrator	<p>Create artistic hand-drawings which are self-explanatory.</p> <p>Develop rough drafts as per the client's needs.</p> <p>Combine art, design, creative skills, and artistic skills to develop ideas.</p> <p>Create original pieces of visual images for various products like newspapers, magazines, advertising agencies, and other digital publications.</p> <p>Combine hand-drawings and digital paintings to create amazing illustrations.</p> <p>Filter and refine draft designs with the help of illustration software.</p> <p>Explain each and every concept of the client's business visually.</p> <p>Use Adobe Photoshop, Illustrator CC, DrawPlus X6, etc. to format pictures.</p> <p>Use of isometric techniques to simplify the complexity of shapes.</p> <p>Attend illustration program to help build your illustration skills, learn new technology and latest illustrators work</p>

Job Code	Job Title	Responsibilities
6007	Interior Designer	<p data-bbox="696 186 1375 215">Communicate with clients and understand their requirements.</p> <p data-bbox="696 260 1254 288">Collaborate with the team to work on new designs.</p> <p data-bbox="696 331 1464 360">Determine client requirements along with time and within the budget.</p> <p data-bbox="696 403 1319 432">Give the correct price estimates according to the budget.</p> <p data-bbox="696 475 1570 504">Research about the latest trends and accordingly source products and materials.</p> <p data-bbox="696 547 1608 576">Prepare presentations for clients and produce samples at the time of presentations.</p> <p data-bbox="696 619 1305 647">Select the right materials, furniture decor, and finishing.</p> <p data-bbox="696 691 1102 719">Define the time spent on the project.</p> <p data-bbox="696 762 1070 791">Follow the best industry practices.</p> <p data-bbox="696 834 1422 863">Provide feedback to the design team and make useful suggestions.</p>

Job Code	Job Title	Responsibilities
6008	Junior Designer	<p data-bbox="698 186 1256 215">Understanding project concepts and requirements.</p> <p data-bbox="698 256 1451 285">Creating mocks and wireframes according to the client requirements.</p> <p data-bbox="698 327 1509 355">Using different design techniques to create models, drafts and prototypes.</p> <p data-bbox="698 397 1827 426">Creating drafts of social media posters, banners, flyers, etc. and get them approved by our Design head.</p> <p data-bbox="698 467 1498 496">Producing final designing solutions such as banners, logos, interfaces, etc.</p> <p data-bbox="698 537 1070 566">Pitch creative and impactful ideas.</p> <p data-bbox="698 608 1429 636">Collaborating with the team members to launch designing projects.</p> <p data-bbox="698 678 1084 707">Taking on exclusive designing tasks.</p> <p data-bbox="698 748 1861 777">Using feedback from other team members to improve on your designs such as the color schemes and tone.</p> <p data-bbox="698 818 1476 847">Create promotional materials for the Sales and Marketing departments.</p>

Job Code	Job Title	Responsibilities
6009	Kitchen Designer	<p data-bbox="698 186 1491 215">Attending meetings with the clients and noting down their design needs.</p> <p data-bbox="698 256 1272 285">Illustrating the effect of kitchen space requirements.</p> <p data-bbox="698 327 1391 355">Providing innovative ideas and concepts to meet client's needs.</p> <p data-bbox="698 397 1290 426">Developing design blueprints as per the specifications.</p> <p data-bbox="698 467 1173 496">Remodeling old items in the kitchen design.</p> <p data-bbox="698 537 1167 566">Preparing and maintaining design budgets.</p> <p data-bbox="698 608 1283 636">Maintaining a healthy relationship with the contracts.</p> <p data-bbox="698 678 1137 707">Incorporating color themes if necessary.</p> <p data-bbox="698 748 1384 777">Informing clients about the materials to be used in the kitchen.</p> <p data-bbox="698 818 1574 847">Recommending the placement of various plumbing fixtures and electrical works.</p> <p data-bbox="698 888 1182 917">Adhering to all the regulations of the design.</p> <p data-bbox="698 959 1205 987">Maintaining the records of activities and tasks.</p> <p data-bbox="698 1029 1373 1058">Informing the clients in regards to any changes in the designs.</p> <p data-bbox="698 1099 1296 1128">Staying updated on all the latest kitchen design trends.</p>

Job Code	Job Title	Responsibilities
6010	Multimedia Designer	<p data-bbox="698 186 1290 215">Meeting the clients to understand their requirements.</p> <p data-bbox="698 256 1480 285">Coming up with innovative ideas and concepts as per the specifications.</p> <p data-bbox="698 327 1216 355">Preparing documentation to update the clients.</p> <p data-bbox="698 397 1373 426">Suggesting new technologies as per the client's requirements.</p> <p data-bbox="698 467 1653 496">Working in collaboration with Graphics Designer, Visual Designer, and Project Manager.</p> <p data-bbox="698 537 1379 566">Creating visual effects, animations, and other related graphics.</p> <p data-bbox="698 608 1373 636">Performing detailed research before creating realistic models.</p> <p data-bbox="698 678 1619 707">Attending standup sessions to create various multimedia presentations and content.</p> <p data-bbox="698 748 1458 777">Developing storyboards for video games, advertisements, and others.</p> <p data-bbox="698 818 1272 847">Presenting the final design to the client for approval.</p> <p data-bbox="698 888 1178 917">Creating audio related to the video content.</p> <p data-bbox="698 959 1397 987">Performing editing and mixing of audio as per the requirements.</p> <p data-bbox="698 1029 1514 1058">Taking feedback from the team members and making changes accordingly.</p> <p data-bbox="698 1099 1603 1128">Staying updated with the latest trends in the advertising and video games industry.</p>

Job Code	Job Title	Responsibilities
6011	Pattern Maker	<p data-bbox="698 186 1279 215">Discussing the base design with the Production team.</p> <p data-bbox="698 256 1272 285">Figuring out the best technique for mass production.</p> <p data-bbox="698 327 1352 355">Meeting the clients to determine their design requirements.</p> <p data-bbox="698 397 1384 426">Drawing rough designs and patterns to the manufacturing unit.</p> <p data-bbox="698 467 1279 496">Developing innovative patterns for various garments.</p> <p data-bbox="698 537 1498 566">Designing patterns for various items such as garments, shoes, purses, etc.</p> <p data-bbox="698 608 1061 636">Cutting the fabrics and garments.</p> <p data-bbox="698 678 1234 707">Suggesting improvements in the existing designs.</p> <p data-bbox="698 748 1261 777">Creating design incorporating old design as needed.</p> <p data-bbox="698 818 1128 847">Examine sketches and sample patterns.</p> <p data-bbox="698 888 1240 917">Determining pattern quantities, shapes, and sizes.</p> <p data-bbox="698 959 1162 987">Providing sewing instructions to the Tailor.</p> <p data-bbox="698 1029 1267 1058">Adding the pattern specifications into the computer.</p> <p data-bbox="698 1099 1003 1128">Minimizing material wastes.</p>

Job Code	Job Title	Responsibilities
6012	Production Artist	<p data-bbox="698 186 1644 215">Coordinate with the Product Managers to come up with accurate design requirements.</p> <p data-bbox="698 256 1541 285">Collect and process other production artists' works to output the final design.</p> <p data-bbox="698 327 1476 355">Review layouts, graphics, and fonts before the products are completed.</p> <p data-bbox="698 397 1464 426">Finalize the design and use the most accurate image editing programs.</p> <p data-bbox="698 467 1536 496">Retouch the images to improve their quality in both digital and print formats.</p> <p data-bbox="698 537 1476 566">Suggest improvements in the design patterns and implement the same.</p> <p data-bbox="698 608 1216 636">Manage the prepress process for the print files.</p> <p data-bbox="698 678 1310 707">Follow timelines to ensure you have timely publications.</p> <p data-bbox="698 748 1406 777">Follow up with clients to ensure that their requirements are met.</p> <p data-bbox="698 818 1693 847">Keep yourself updated with the latest graphics designing trends, programs, and techniques.</p>

Job Code	Job Title	Responsibilities
6013	Screen Printer	<p data-bbox="703 188 1249 220">Receiving orders from the customers for printings.</p> <p data-bbox="703 260 1406 292">Estimating the time and cost required to finish the final products.</p> <p data-bbox="703 331 1301 363">Preparing inks and printing materials ready for printing.</p> <p data-bbox="703 403 1240 435">Calibrating the printer before printing the designs</p> <p data-bbox="703 475 1285 507">Loading the required design to the screen for printing.</p> <p data-bbox="703 547 1223 579">Adjusting the screen plates and pressure rollers.</p> <p data-bbox="703 619 1294 651">Loading the printed items and looking for faults, if any.</p> <p data-bbox="703 691 1442 722">Maintaining the machine and supervising its parts on a weekly basis.</p> <p data-bbox="703 762 1245 794">Packaging the final items as per the specifications.</p> <p data-bbox="703 834 1294 866">Solving technical problems during the printing process.</p> <p data-bbox="703 906 1402 938">Collaborating with the team members to finish the order in time.</p>

Job Code	Job Title	Responsibilities
6014	Senior Designer	<p>Manage all design products and monitor the designing process.</p> <p>Supervise the junior designers and provide feedback about their work.</p> <p>Coordinate with the marketing team to understand their requirements.</p> <p>Conduct quality checks before and after production.</p> <p>Provide accurate price estimates and make sure the solutions are provided within the proposed budget.</p> <p>Review images and make fonts and layout adjustments.</p> <p>Generate new ideas for products and services advertisements.</p> <p>Provide feedback on marketing strategies, plans, and proposals.</p> <p>Collaborate with the team members to meet tight deadlines.</p> <p>Make sure that all digital products are user friendly.</p> <p>Stay updated on the latest graphic designing trends.</p>

Job Code	Job Title	Responsibilities
6015	Senior Graphic Designer	<p data-bbox="698 186 1301 215">Planning and managing all stages of the design projects</p> <p data-bbox="698 256 1283 285">Ensuring delivery of high quality and original artworks</p> <p data-bbox="698 327 1644 355">Assigning tasks and reviewing submissions of Junior Designers, interns, and freelancers</p> <p data-bbox="698 397 1290 426">Suggesting and making creative alterations to projects</p> <p data-bbox="698 467 1588 496">Coordinating with the Design team in generating new and innovative design ideas</p> <p data-bbox="698 537 1711 566">Designing different types of graphics like infographics and illustrations as per the clients brief</p> <p data-bbox="698 608 1296 636">Maintaining brand consistency and voice in the project</p> <p data-bbox="698 678 1565 707">Communicating with the Marketing team for creating any promotional graphics</p> <p data-bbox="698 748 1402 777">Assessing the productivity and quality output of the Design team</p> <p data-bbox="698 818 1447 847">Provide a timeline upon assessing the clients' needs and preferences</p> <p data-bbox="698 888 1648 917">Selecting and maintaining appropriate materials for artwork like ink, paper, and colours</p> <p data-bbox="698 959 1805 987">Liaising with freelance service providers like Cartographers and Illustrators to manage urgent projects</p>

Job Code	Job Title	Responsibilities
6016	UI Designer	<p data-bbox="698 186 1659 215">Collaborate with the Product Engineers and Management to define the UI requirements</p> <p data-bbox="698 256 1556 285">Implement innovative solutions for product visuals, directions, and experience.</p> <p data-bbox="698 327 1760 355">Execute all the visual design phases from the initial concept to the final hand-off and engineering.</p> <p data-bbox="698 397 1800 426">Understand the intent behind original concepts and bring simplicity to complex designing roadblocks.</p> <p data-bbox="698 467 1968 531">Create storyboards, wireframes, process flows, user flows and sitemaps to effectively communicate design ideas and interaction.</p> <p data-bbox="698 572 1738 601">Conduct competitive research and incorporate the required changes in your design accordingly.</p> <p data-bbox="698 643 1503 671">Evaluate the feedback given by your Team Lead and implement the same.</p> <p data-bbox="698 713 1507 742">Establish and promote designing guidelines, best standards, and practices.</p>

Job Code	Job Title	Responsibilities
6017	UI/UX Designer	<p data-bbox="696 188 1167 212">Collect and examine the needs of the user.</p> <p data-bbox="696 260 1395 284">Consult engineers and product designers regarding the product.</p> <p data-bbox="696 331 1644 355">Plan and develop new visual designs for computers, smartphones, and digital products.</p> <p data-bbox="696 403 1688 427">Use sitemaps, process flowcharts, and storyboards for illustration and depiction of designs.</p> <p data-bbox="696 475 1413 499">Design user interfaces elements mainly menus, widgets, tabs, etc.</p> <p data-bbox="696 547 1561 571">Illustrate the functions of the website and develop UI mockups and prototypes.</p> <p data-bbox="696 619 1657 643">Create tables, sketches, filters, images, and other websites/applications graphic designs.</p> <p data-bbox="696 691 1408 715">Present your designs to the design team and all the stakeholders.</p> <p data-bbox="696 762 1397 786">Review and edit the mockups according to the client's feedback.</p> <p data-bbox="696 834 1550 858">Follow the client's instructions concerning style, color schemes, and fonts, etc.</p> <p data-bbox="696 906 1308 930">Monitor and manage the previously developed systems.</p> <p data-bbox="696 978 1503 1002">Conduct user tests of developed applications to evaluate user experience.</p> <p data-bbox="696 1050 1469 1074">Stay updated with information on the latest UI trends and design skills.</p>

Job Code	Job Title	Responsibilities
6018	UX Designer	<p data-bbox="698 188 1301 217">Conduct research and understand the user psychology.</p> <p data-bbox="698 260 1435 288">Analyze the product specifications along with the Product Designer.</p> <p data-bbox="698 331 1451 360">Analyze the existing applications and evaluate their UX effectiveness.</p> <p data-bbox="698 403 1476 432">Consider the HCI (Human-Computer Interaction) element of the design.</p> <p data-bbox="698 475 1420 504">Define the interaction model and UI specifications of the modules.</p> <p data-bbox="698 547 1655 576">Create user flows, prototypes, and wireframes according to the needs of the customers.</p> <p data-bbox="698 619 2063 679">Communicate the scenarios, interaction models, end to end experiences and user experience designs to the team working on the product.</p> <p data-bbox="698 722 1485 751">Identify the problems in designs and suggest the best possible solutions.</p> <p data-bbox="698 794 1556 823">Stay updated about the products of competitors and the latest industry trends.</p>

Job Code	Job Title	Responsibilities
6019	Visual Designer	<p>Working with internal organizational teams to sketch out the product designs.</p> <p>Producing aesthetically prolific designs through various color schemes, shapes, and typography fonts to improve user experience.</p> <p>Creating hand-drawn as well as digital illustrations to create original graphics.</p> <p>Using appropriate visual design software like Coreldraw or Adobe Photoshop for refining illustrations.</p> <p>Sketching tools application to enhance the quality of digital images.</p> <p>Preparing and conducting design briefing in the presence of team members, web designers, and senior designers.</p> <p>Maintaining aesthetic consistency in day to day designs work.</p> <p>Researching new ideas and layouts to execute them in the designs.</p> <p>Staying updated with the latest technology trends in the field of visual design.</p>
6020	Visual Effects Artist	<p>Conceptualizing and designing high-quality motion graphics and animations</p> <p>Designing mockups and storyboards to visualize the project requirements</p> <p>Brainstorming unique ideas along with the Visual Designer and UI/UX Designer</p> <p>Ensuring that the project timelines and requirements are met</p> <p>Using different VFX techniques like Computer-Generated Imagery, Digital Compositing and Motion Control Photography</p> <p>Communicating project timelines and obtaining feedback from clients</p> <p>Creating CGI characters for video games and mobile applications</p> <p>Troubleshooting any glitches in the project</p>

Job Code	Job Title	Responsibilities
6021	Web Designer	<p data-bbox="696 186 1738 215">Undertake designing assignments entirely from the stage of conception to the final completion.</p> <p data-bbox="696 256 1588 285">Bring visual concepts that are catchy and appealing to the client or design agency.</p> <p data-bbox="696 327 1368 355">Build user-friendly designs to simplify the complex processes.</p> <p data-bbox="696 397 1615 426">Create clear storyboards, process flows and sitemaps to make it easier for the client.</p> <p data-bbox="696 467 2089 496">Conduct design presentations in the presence of all the stakeholders including the management executives as well as the client.</p> <p data-bbox="696 537 1458 566">Convert raw images from a graphic designer into CSS/XHTML themes.</p> <p data-bbox="696 608 1312 636">Identify the technical problem by testing the web pages.</p> <p data-bbox="696 678 1973 707">Give suggestions and guidance for the designers responsible for layout, styles, and color for the user interface design.</p> <p data-bbox="696 748 1290 777">Coordinate with the design team and web developers.</p> <p data-bbox="696 818 1364 847">Optimize the existing site for maximum scalability and speed.</p> <p data-bbox="696 888 1543 917">Create a website that is effective and appealing for the best user experiences.</p> <p data-bbox="696 959 1536 987">Track the latest trends and techniques concerning the field of web designing.</p>

Job Code	Job Title	Responsibilities
6022	Web Graphic Designer	<p>Planning and developing web designs, templates, and page layouts</p> <p>Creating storyboards, site maps, and editing website images</p> <p>Meeting and presenting web design ideas and structure to clients</p> <p>Working with Frontend Developers in deploying website changes</p> <p>Collaborating with the software development team to rectify any roadblocks in the website design</p> <p>Ensuring all website design is easy to understand and meets user requirements</p> <p>Handling multiple projects and advising on deliverables</p> <p>Establishing design guidelines for the team members</p> <p>Creating designs that match the branding guidelines</p> <p>Coordinating with the Web Designer and UX/UI Designer for smooth functionality and features</p> <p>Testing website designs along with the QA Testers</p>

Job Code	Job Title	Responsibilities
7001	Academic Advisor	<p>Communicating with students their educational and career goals</p> <p>Assisting in the development of course structure</p> <p>Helping students with an overall personality development</p> <p>Discussing with students their strengths and weaknesses</p> <p>Maintaining and updating students progress reports</p> <p>Directing students to a Career Counselor or a Psychologist whenever required</p> <p>Adhering to the educational rules and guidelines at all times</p> <p>Scheduling meetings with students</p> <p>Offering advisory support to students when registering for a new course</p> <p>Transferring the written record of students progress report to schools/colleges upon request</p> <p>Fostering an atmosphere of positive personal and professional development</p> <p>Motivating students to achieve their academic goals</p> <p>Conducting one-on-one sessions with students to help them select a major</p> <p>Recommending courses that match the students' career goals</p>

Job Code	Job Title	Responsibilities
7002	Academic Coach	<p data-bbox="696 188 1120 215">Interacting with students of all grades.</p> <p data-bbox="696 260 1079 287">Preparing lesson plans accordingly.</p> <p data-bbox="696 331 1184 359">Developing effective instructional strategies.</p> <p data-bbox="696 403 1176 430">Meeting the learning needs of the students.</p> <p data-bbox="696 475 1326 502">Helping students identify their strengths and weaknesses.</p> <p data-bbox="696 547 1142 574">Assisting students to improve their skills.</p> <p data-bbox="696 619 1164 646">Motivation students to achieve their goals.</p> <p data-bbox="696 691 1232 718">Building a healthy relationship with the students.</p> <p data-bbox="696 762 1281 790">Assisting students in admission procedures if needed.</p> <p data-bbox="696 834 1182 861">Paying extra attention to the weak students.</p> <p data-bbox="696 906 1223 933">Preparing students for decision-making abilities.</p> <p data-bbox="696 978 1267 1005">Working collaboratively with Teachers and Principal.</p> <p data-bbox="696 1050 1256 1077">Planning and organizing student's progress reports.</p>

Job Code	Job Title	Responsibilities
7003	Art Teacher	<p data-bbox="698 186 1379 215">Preparing lessons on art history as per the grade course levels.</p> <p data-bbox="698 256 1503 285">Teaching students to draw and sketch using various sketching techniques.</p> <p data-bbox="698 327 1628 355">Providing instruction for coloring, painting, and shading using numerous art methods.</p> <p data-bbox="698 397 1373 426">Evaluating assignments and projects assigned to the students.</p> <p data-bbox="698 467 1615 496">Maintaining and managing art inventory and restocking them as and when required.</p> <p data-bbox="698 537 1245 566">Preparing student's reports as per the grade level.</p> <p data-bbox="698 608 1581 636">Explaining to students how to use art tools and equipment in a harmless manner.</p> <p data-bbox="698 678 1099 707">Planning and presenting art displays.</p> <p data-bbox="698 748 1252 777">Organizing field trips to art museums and galleries.</p> <p data-bbox="698 818 1473 847">Staying up to date with the latest modern art techniques and methods.</p>

Job Code	Job Title	Responsibilities
7004	Biology Teacher	<p data-bbox="696 188 1720 215">Planning and preparing biology lessons based on the student's ability to understand concepts.</p> <p data-bbox="696 260 1525 287">Arranging and preparing students in the laboratory for science experiments.</p> <p data-bbox="696 331 1630 359">Developing teaching strategies and techniques for monitoring student's performance.</p> <p data-bbox="696 403 1525 430">Assessing students' classwork, experiments, papers, and other assignments.</p> <p data-bbox="696 475 1160 502">Organizing field trips to science museums.</p> <p data-bbox="696 547 1200 574">Overseeing the student's laboratory activities.</p> <p data-bbox="696 619 1541 646">Helping students in representing our school at various events and workshops.</p> <p data-bbox="696 691 1659 718">Preparing and maintaining student's attendance records and other required documents.</p> <p data-bbox="696 762 1742 790">Suggesting improvements to the Science Department in compliance with the school procedures.</p> <p data-bbox="696 834 1218 861">Planning and developing teaching materials aid.</p> <p data-bbox="696 906 1960 933">Staying up to date with the latest advances in science and technology as well as attending professional conferences.</p>

Job Code	Job Title	Responsibilities
7005	Career Counselor	<p data-bbox="696 188 1350 215">Understanding the client's career preferences and concerns</p> <p data-bbox="696 260 1727 287">Reviewing client's educational qualifications and work experience before offering consultation</p> <p data-bbox="696 331 1335 359">Informing clients of befitting and profitable career choices</p> <p data-bbox="696 403 1447 430">Helping clients enroll for aptitude and personality development tests</p> <p data-bbox="696 475 1435 502">Assisting clients in developing effective strategies for career growth</p> <p data-bbox="696 547 1442 574">Providing help to clients in restructuring and updating their resumes</p> <p data-bbox="696 619 1256 646">Offering guidance in compiling relevant documents</p> <p data-bbox="696 691 1167 718">Enrolling clients to skill-building workshops</p> <p data-bbox="696 762 1279 790">Assisting clients in developing long-term career plans</p> <p data-bbox="696 834 1397 861">Directing clients to therapy sessions and medical help, if needed</p> <p data-bbox="696 906 1464 933">Visiting schools and colleges to conduct career development programs</p> <p data-bbox="696 978 1581 1005">Conducting mock interviews to help clients/students with interview preparations</p> <p data-bbox="696 1050 1055 1077">Offering consultation at job fairs</p>

Job Code	Job Title	Responsibilities
7006	Chemistry Teacher	<p data-bbox="696 188 1249 215">Implementing lesson plans as per the grade levels.</p> <p data-bbox="696 260 1619 287">Planning various teaching strategies so that students understand the concept better.</p> <p data-bbox="696 331 1021 359">Delivering chemistry lectures.</p> <p data-bbox="696 403 1391 430">Planning and arranging students for the chemistry experiments.</p> <p data-bbox="696 475 1245 502">Supervising students during the practical sessions.</p> <p data-bbox="696 547 1261 574">Assigning projects and assignments to the students.</p> <p data-bbox="696 619 1055 646">Recording student's attendance.</p> <p data-bbox="696 691 1227 718">Engaging the student's interest in the classroom.</p> <p data-bbox="696 762 1279 790">Evaluating student's examination grade and progress.</p> <p data-bbox="696 834 1227 861">Facilitating fun and interactive learning sessions.</p> <p data-bbox="696 906 1167 933">Participating in exhibitions and workshops.</p> <p data-bbox="696 978 1301 1005">Attending educational workshops and training sessions.</p> <p data-bbox="696 1050 1294 1077">Helping students in proper usage of school equipment.</p> <p data-bbox="696 1121 1272 1149">Paying extra attention to the low achieving students.</p>

Job Code	Job Title	Responsibilities
7007	Child Care Provider	<p data-bbox="698 186 1218 215">Ensuring that the children are safe in the center</p> <p data-bbox="698 256 1335 285">Cleaning and sanitizing the play area, toys, and equipment</p> <p data-bbox="698 327 1330 355">Advising children on hygiene, grooming, and eating habits</p> <p data-bbox="698 397 1523 426">Planning and developing both fun and educational activities for the children</p> <p data-bbox="698 467 1229 496">Monitoring children's performance and behavior</p> <p data-bbox="698 537 1541 566">Discussing the children's progress with parents and suggesting improvements</p> <p data-bbox="698 608 1505 636">Assisting in developing and implementing a daily schedule for the children</p> <p data-bbox="698 678 1252 707">Performing first aid on children whenever required</p> <p data-bbox="698 748 1341 777">Helping the children with their lesson plans and homework</p> <p data-bbox="698 818 1386 847">Preparing and serving snacks and meals on time to the children</p> <p data-bbox="698 888 1422 917">Encouraging children to learn new skills and develop new interests</p> <p data-bbox="698 959 1335 987">Developing age-appropriate learning activities for children</p>

Job Code	Job Title	Responsibilities
7008	Child Care Teacher	<p>Research, collect and compile the appropriate teaching material for the children.</p> <p>Plan and design extra-curricular, creative activities for children accordingly.</p> <p>Maintain a safe and clean class environment.</p> <p>Provide basic care facilities to the children.</p> <p>Monitor the children's performances and make sure they are improving their learning capacity.</p> <p>Encourage children to communicate with one another. Ensure that there are no occurrences of any fights.</p> <p>Identify behavioral issues with the children and take action to resolve them.</p> <p>Coordinate with the parents and update them about their child's performance regularly. Answer their questions calmly.</p> <p>Attend staff meetings and training sessions.</p> <p>Collaborate with other staff to make the environment and the learning process better for children.</p> <p>Observe the children's health conditions and report if they need immediate attention.</p> <p>Ensure that the teaching methodologies comply with educational standards and regulations.</p>

Job Code	Job Title	Responsibilities
7009	Computer Teacher	<p data-bbox="696 188 1104 215">Planning and developing lesson plans</p> <p data-bbox="696 260 1290 287">Collecting the required teaching materials and sources</p> <p data-bbox="696 331 1778 359">Actively participating in parent-teacher meetings, conferences, workshops and placement activities</p> <p data-bbox="696 403 1162 430">Guiding and boosting student's confidence</p> <p data-bbox="696 475 1599 502">Encouraging healthy classroom behaviour and maintaining an orderly environment</p> <p data-bbox="696 547 1485 574">Evaluating, grading projects/examinations and tracking student progress</p> <p data-bbox="696 619 1037 646">Ensuring laboratory cleanliness</p> <p data-bbox="696 691 1361 718">Reviewing and downloading any important software updates</p> <p data-bbox="696 762 1296 790">Maintaining proper functioning of all hardware devices</p> <p data-bbox="696 834 1124 861">Assisting projects and tasks to students</p> <p data-bbox="696 906 1328 933">Discussing student progress and grade levels with parents</p> <p data-bbox="696 978 1424 1005">Providing appropriate learning and reference materials to students</p> <p data-bbox="696 1050 1420 1077">Identifying varying teaching methods to help students learn better</p> <p data-bbox="696 1121 1050 1149">Updating curriculum as required</p>

Job Code	Job Title	Responsibilities
7010	Driving Instructor	<p data-bbox="696 188 1525 215">Planning out all the driving lessons according to the student's requirements.</p> <p data-bbox="696 260 1189 287">Delivering lessons on driving to the students.</p> <p data-bbox="696 331 1014 359">Performing practical lessons.</p> <p data-bbox="696 403 1153 430">Suggesting improvements in driving skills.</p> <p data-bbox="696 475 1240 502">Explaining the driving procedures and techniques.</p> <p data-bbox="696 547 1005 574">Taking dummy driving tests.</p> <p data-bbox="696 619 1142 646">Monitoring the progress of the students.</p> <p data-bbox="696 691 1111 718">Overseeing the practical examination.</p> <p data-bbox="696 762 1270 790">Developing confidence of the students while driving.</p> <p data-bbox="696 834 1023 861">Keeping calm in emergencies.</p> <p data-bbox="696 906 1276 933">Controlling vehicles during dangerous circumstances.</p> <p data-bbox="696 978 1223 1005">Preparing daily reports of the lessons delivered.</p> <p data-bbox="696 1050 1124 1077">Maintaining the accident report, if any.</p>

Job Code	Job Title	Responsibilities
7011	English Teacher	<p>Creating lesson plans and gathering materials as per the curriculum</p> <p>Helping students read and comprehend stories and poems</p> <p>Assigning projects and assignments to students</p> <p>Evaluating and grading students submissions</p> <p>Taking reading sessions in the class</p> <p>Answering students queries patiently</p> <p>Allocating lectures depending on the course weightage</p> <p>Helping students cope up by creating individual lesson plans and taking one-on-one sessions</p> <p>Marking students daily class attendance</p> <p>Grading and discussing students performance</p> <p>Teaching sentence structure and composition rules</p> <p>Ensuring proper usage of grammar rules</p> <p>Training and accompanying students for competitions and debates</p> <p>Mentoring projects and conducting extracurricular activities</p>

Job Code	Job Title	Responsibilities
7012	French Teacher	<p data-bbox="698 186 1263 215">Developing and planning french teaching strategies.</p> <p data-bbox="698 256 1361 285">Implementing teaching lessons according to the grade levels.</p> <p data-bbox="698 327 1236 355">Explaining to the students in the french language.</p> <p data-bbox="698 397 1229 426">Developing teaching materials and teaching aids.</p> <p data-bbox="698 467 1160 496">Performing administrative tasks if needed.</p> <p data-bbox="698 537 1189 566">Paying extra attention to struggling students.</p> <p data-bbox="698 608 1254 636">Preparing assessments like examinations and tests.</p> <p data-bbox="698 678 1321 707">Ensuring the students pronounce French words correctly.</p> <p data-bbox="698 748 1182 777">Conducting innovative sessions for students.</p> <p data-bbox="698 818 1283 847">Communicating with students in the French language.</p> <p data-bbox="698 888 1265 917">Preparing lessons as per the educational curriculum.</p> <p data-bbox="698 959 1281 987">Taking feedback from the students as well as parents.</p> <p data-bbox="698 1029 1090 1058">Organizing fun activities and events.</p> <p data-bbox="698 1099 1144 1128">Maintaining reports for future reference.</p>

Job Code	Job Title	Responsibilities
7013	Guidance Counselor	<p data-bbox="698 186 1727 215">Create a well-organized counseling plan for students with most modern mentoring techniques.</p> <p data-bbox="698 256 1921 285">Listen to students' concerns about their social, emotional or academic issues and provide solutions for the same.</p> <p data-bbox="698 327 1503 355">Focus on cultural and societal differences while dealing with the students.</p> <p data-bbox="698 397 1518 426">Support students to process their problems, plan actions and achieve goals.</p> <p data-bbox="698 467 1234 496">Resolve conflicts between teachers and students.</p> <p data-bbox="698 537 1279 566">Improve relationships between parents and teachers.</p> <p data-bbox="698 608 1447 636">Provide assistance in creating drug and alcohol prevention programs.</p> <p data-bbox="698 678 1588 707">Conduct individual and group counseling sessions for students as well as teachers.</p> <p data-bbox="698 748 1323 777">Help students determine their strengths and weaknesses.</p> <p data-bbox="698 818 1312 847">Monitor student progress and identify behavioral issues.</p> <p data-bbox="698 888 1218 917">Enhance the learning environment for students.</p> <p data-bbox="698 959 1111 987">Maintain and update student records.</p> <p data-bbox="698 1029 1431 1058">Help with college/university applications and scholarship programs.</p>

Job Code	Job Title	Responsibilities
7014	History Teacher	<p data-bbox="696 186 1400 215">Preparing lesson plans and course outlines as per the curriculum</p> <p data-bbox="696 256 1444 285">Assisting other staff members in conducting extracurricular activities</p> <p data-bbox="696 327 1310 355">Accompanying students on museum visits and field trips</p> <p data-bbox="696 397 1176 426">Helping students in analyzing historical tests</p> <p data-bbox="696 467 1552 496">Delivering engaging lessons on topics such as American history and World War</p> <p data-bbox="696 537 1193 566">Assigning projects and homework to students</p> <p data-bbox="696 608 1951 636">Arranging and inviting resource persons and guest speakers to deliver presentations on important events in history</p> <p data-bbox="696 678 1317 707">Using presentations and visuals for better understanding</p> <p data-bbox="696 748 1641 777">Assessing students performance and providing individual attention to weaker students</p> <p data-bbox="696 818 1350 847">Monitoring students progress and discussing it with parents</p> <p data-bbox="696 888 1529 917">Incorporating relevant and current historical changes in the learning process</p> <p data-bbox="696 959 1288 987">Facilitating healthy classroom discussions and debates</p> <p data-bbox="696 1029 1359 1058">Participating in skill building workshops and training sessions</p> <p data-bbox="696 1099 1471 1128">Conducting in-depth research and writing grant proposals for the same</p>

Job Code	Job Title	Responsibilities
7015	Instructional Designer	<p data-bbox="696 186 1630 215">Work with subject matter experts and recognize the target audience's training needs.</p> <p data-bbox="696 260 2042 320">Recommend changes to existing courses including technology or instructional methods to cohort to delivery options for the course.</p> <p data-bbox="696 367 1312 395">Conduct instructional research on learners and contexts.</p> <p data-bbox="696 440 1424 469">Apply proven instructional design theories, practices and methods.</p> <p data-bbox="696 513 1503 542">Detect instructional graphics, the user interface, and the finished product.</p> <p data-bbox="696 587 1279 616">Enhance the learning process exercises and activities.</p> <p data-bbox="696 660 1644 689">Produce supporting material media, videos, audios, games, role plays, simulations, etc.</p> <p data-bbox="696 734 1637 762">Develop instructional end targets and make content that could help in achieving them.</p> <p data-bbox="696 807 1267 836">Maintain project documentation and course folders.</p>

Job Code	Job Title	Responsibilities
7016	Invigilator	<p>Planning, developing, and implementing invigilation activities</p> <p>Delegating tasks to the team members</p> <p>Mentioning the examination hall rules and regulations</p> <p>Checking and verifying the students' identity cards</p> <p>Noting the students' attendance</p> <p>Bringing any misconduct during the test to the senior management's attention</p> <p>Verifying if the numbers of students match the number of answer sheets</p> <p>Checking whether all belongings are taken from the examination room</p> <p>Handing over the answer sheets to the Examiner in-charge</p> <p>Ensuring the prevention of any malpractices by the candidate</p> <p>Bringing to notice any administrative errors</p> <p>Ensuring the security of examination rooms at all times</p> <p>Returning extra question papers and other materials to the Examiner</p> <p>Dismissing students not adhering to the guidelines and rules from the examination room</p>

Job Code	Job Title	Responsibilities
7017	Kindergarten Teacher	<p data-bbox="696 188 1451 215">Develop a full teaching plan and the resources required for the same.</p> <p data-bbox="696 260 1249 287">Create the required learning material for students.</p> <p data-bbox="696 331 1525 359">Make the children learn alphabets and numbers through different activities.</p> <p data-bbox="696 403 1899 430">Create lessons according to the different abilities of children in the class with a focus on student development.</p> <p data-bbox="696 475 2078 534">Use media, games, outdoor activities and various learning songs to improve children's abilities. Social development of a child is a must.</p> <p data-bbox="696 579 1559 606">Teach the children the importance of good manners, discipline and cleanliness.</p> <p data-bbox="696 651 1704 678">Coordinate with the parents and provide appropriate feedback regarding students' progress.</p> <p data-bbox="696 722 1675 750">Conduct some tests to evaluate the child's progress. Record the results in the grade book.</p> <p data-bbox="696 794 1682 821">Monitor children's performance and make sure they are improving their skills and abilities.</p> <p data-bbox="696 866 1888 893">Ensure that the teaching methodologies are in compliance with educational standards and safety regulations.</p> <p data-bbox="696 938 1361 965">Create a friendly and pleasant environment in the classroom.</p>

Job Code	Job Title	Responsibilities
7018	Learning Specialist	<p data-bbox="698 186 1279 215">Planning and developing effective learning strategies</p> <p data-bbox="698 256 1144 285">Reviewing and suggesting improvements</p> <p data-bbox="698 327 1429 355">Examining students to identify their learning needs and differences</p> <p data-bbox="698 397 1447 426">Communicating the students progress with the teachers and parents</p> <p data-bbox="698 467 1536 496">Providing moral support and building long-lasting relationships with students</p> <p data-bbox="698 537 1563 566">Staying up-to-date with the latest developments in the teaching methodologies</p> <p data-bbox="698 608 1771 636">Addressing poor learning habits such as irrational behavior, disorganization, and lack of motivation</p> <p data-bbox="698 678 1715 707">Helping students identify their learning preferences based on their strengths and weaknesses</p> <p data-bbox="698 748 1350 777">Assisting teachers in preparing teaching materials and plans</p> <p data-bbox="698 818 1330 847">Developing training courses and various learning activities</p>

Job Code	Job Title	Responsibilities
7019	Lecturer	<p>Planning and preparing day-to-day activities and lectures</p> <p>Delivering lectures on time and as per syllabus</p> <p>Researching lecture topics</p> <p>Assigning projects and assignments to students</p> <p>Conducting online classes and tutorials when required</p> <p>Conducting and supervising examinations and tests</p> <p>Attending staff meetings and preparing meeting minutes when required</p> <p>Undertaking general administrative work like preparing reports, survey forms, etc.</p> <p>Writing and publishing research articles</p> <p>Reading and analyzing research papers and academic journals</p> <p>Participating and speaking at workshops and seminars</p> <p>Developing subject curriculum</p> <p>Gathering and preparing the course and reference materials</p> <p>Collaborating with other lecturers and staff members to develop and improve teaching methods</p>

Job Code	Job Title	Responsibilities
7020	Librarian	<p data-bbox="698 186 1048 215">Greeting the customers warmly.</p> <p data-bbox="698 256 1653 285">Assisting customers in finding the required books, research papers, and other materials.</p> <p data-bbox="698 327 1211 355">Preparing budget to get new reading materials.</p> <p data-bbox="698 397 1064 426">Maintaining the library inventory.</p> <p data-bbox="698 467 1193 496">Ordering new books as per the requirements.</p> <p data-bbox="698 537 1301 566">Offering suggestions to the customers about the books.</p> <p data-bbox="698 608 1238 636">Maintaining the library records on a regular basis.</p> <p data-bbox="698 678 1072 707">Planning the employee's activities.</p> <p data-bbox="698 748 1066 777">Supervising the checkout process.</p> <p data-bbox="698 818 1144 847">Arranging the books and other materials.</p> <p data-bbox="698 888 1209 917">Performing other library-related clerical duties.</p> <p data-bbox="698 959 1240 987">Organizing reading events and hosting book sales.</p> <p data-bbox="698 1029 1151 1058">Supervising the staff of Library Assistants.</p> <p data-bbox="698 1099 1084 1128">Delegating tasks to team members.</p>

Job Code	Job Title	Responsibilities
7021	Math Teacher	<p data-bbox="696 188 1272 215">Preparing maths lesson plans as per the grade levels.</p> <p data-bbox="696 260 1621 287">Explaining mathematical concepts in easy and understandable terms to the students.</p> <p data-bbox="696 331 1301 359">Using real-life examples to teach geometrical concepts.</p> <p data-bbox="696 403 1200 430">Developing students' interest in mathematics.</p> <p data-bbox="696 475 1149 502">Planning and creating teaching materials.</p> <p data-bbox="696 547 1227 574">Giving projects and assignments to the students.</p> <p data-bbox="696 619 1167 646">Organizing a surprise test in the classroom.</p> <p data-bbox="696 691 1189 718">Correcting the test papers and grading them.</p> <p data-bbox="696 762 1256 790">Facilitating classroom discussions on various topics.</p> <p data-bbox="696 834 1122 861">Attending parent-teacher conferences.</p> <p data-bbox="696 906 1205 933">Distributing learning materials to the students.</p> <p data-bbox="696 978 1301 1005">Providing additional teaching support for slow learners.</p> <p data-bbox="696 1050 1218 1077">Building a strong relationship with the students.</p> <p data-bbox="696 1121 1547 1149">Collaborating with the teachers and other members of the school community.</p>

Job Code	Job Title	Responsibilities
7022	Motivational Speaker	<p data-bbox="696 186 1249 215">Discussing with the clients in regards to the topics.</p> <p data-bbox="696 256 1144 285">Planning and writing the speech content.</p> <p data-bbox="696 327 1503 355">Researching several topics by reading books, magazines, newspapers, etc.</p> <p data-bbox="696 397 1238 426">Writing an inspiring and motivating speech script.</p> <p data-bbox="696 467 1256 496">Talking to people to learn their life inspiring events.</p> <p data-bbox="696 537 1184 566">Delivering motivational speeches effectively.</p> <p data-bbox="696 608 1005 636">Engaging with the audience.</p> <p data-bbox="696 678 1308 707">Brainstorming ideas and topics with the team members.</p> <p data-bbox="696 748 1328 777">Questioning the audience to make the event entertaining.</p> <p data-bbox="696 818 1406 847">Ensuring that the sound system at the venue is working properly.</p> <p data-bbox="696 888 1108 917">Guiding people to find purpose in life.</p> <p data-bbox="696 959 1214 987">Ensuring proper eye contact with the audience.</p> <p data-bbox="696 1029 1346 1058">Taking feedback from the audience at the end of the event.</p>

Job Code	Job Title	Responsibilities
7023	Music Teacher	<p>Teaching musical instruments like piano, guitar, and violin</p> <p>Helping students understand and read music notes and scales</p> <p>Training students for events, private musical performances, and concerts</p> <p>Gathering the required teaching materials</p> <p>Assessing students' performance and giving private lessons</p> <p>Coaching students on voice modulation and tempo</p> <p>Explaining different styles and genres of music</p> <p>Conducting music theory and practical examinations</p> <p>Helping students tap on their potential</p> <p>Suggesting additions and improvements in the curriculum</p> <p>Coordinating with staff members in organizing extracurricular activities</p> <p>Maintaining and encouraging a fun and positive atmosphere in the music class</p>

Job Code	Job Title	Responsibilities
7024	Online Teacher	<p data-bbox="696 188 1144 215">Preparing lessons as per the grade levels.</p> <p data-bbox="696 260 1375 287">Explaining lessons to students using online teaching platforms.</p> <p data-bbox="696 331 1279 359">Making students comfortable before starting lessons.</p> <p data-bbox="696 403 1382 430">Taking up student questions and queries while teaching online.</p> <p data-bbox="696 475 1299 502">Ensuring all the students are present for online lessons.</p> <p data-bbox="696 547 1285 574">Preparing innovative and engaging teaching materials.</p> <p data-bbox="696 619 1189 646">Assisting student's projects and assignments.</p> <p data-bbox="696 691 1272 718">Paying extra attention to the low-achieving students.</p> <p data-bbox="696 762 1173 790">Taking feedback from parents and students.</p> <p data-bbox="696 834 1368 861">Preparing assessments such as tests and examinations online.</p> <p data-bbox="696 906 1122 933">Monitoring the student's performance.</p> <p data-bbox="696 978 1391 1005">Communicating with students and parents via emails and chats.</p> <p data-bbox="696 1050 1346 1077">Leading students to discuss to make the lessons interesting.</p> <p data-bbox="696 1121 1290 1149">Monitoring the student's attendance to online classes.</p>

Job Code	Job Title	Responsibilities
7025	Physics Teacher	<p>Preparing and delivering lecture sessions.</p> <p>Overseeing laboratory activities.</p> <p>Assigning projects and assignments to the students.</p> <p>Maintaining examination grades and attendance.</p> <p>Planning and creating teaching materials.</p> <p>Facilitating class discussions on various scientific topics.</p> <p>Participating in science exhibitions.</p> <p>Assisting students in their science projects.</p> <p>Attending meetings, workshops, and training sessions.</p> <p>Using teaching methods depending on the students learning abilities.</p> <p>Building an engaging and fun learning environment</p> <p>Reporting the progress to the high management members and parents.</p> <p>Staying updated with the latest developments in teaching.</p>

Job Code	Job Title	Responsibilities
7026	Preschool Teacher	<p>Create a curriculum suitable for preschool children and get it approved by higher management.</p> <p>Involve the children in different learning activities such as storytelling, role plays, numbers and letters recognition, etc.</p> <p>Look after the children's basic needs like feeding, and nap times.</p> <p>Monitor the children attentively and make sure they remain safe.</p> <p>Observe the behavior of children and help them improve it by building self-confidence and teaching social values.</p> <p>Help the children socialize with peers and encourage them to resolve small arguments by themselves.</p> <p>Teach the children the importance of cleanliness and good manners.</p> <p>Observe the children's capabilities and help them strengthen their core skills.</p> <p>Manage and update the progress of children and create reports for parents.</p> <p>Collaborate with the parents and communicate with them regularly regarding children's performance.</p> <p>Keep the classrooms clean as per the health safety standards.</p>

Job Code	Job Title	Responsibilities
7027	Professor	<p>Preparing curriculum, lesson plans, and assignment topics</p> <p>Developing course content and gathering reference materials</p> <p>Conducting research and publishing it in academic journals</p> <p>Delivering guest lectures and presentations</p> <p>Participating and speaking at conferences</p> <p>Networking with other professionals at workshops and other literary events</p> <p>Visiting other colleges and universities as an external resource person or moderator</p> <p>Attending faculty meetings</p> <p>Encouraging a learning environment in the class</p> <p>Providing academic support to Assistant Professors and Trainee Teachers</p> <p>Analyzing teaching methods and suggesting improvement measures</p> <p>Providing academic counseling to students when needed</p> <p>Conducting recruitment programs, campus interviews, and internship facilities for students</p> <p>Assigning different assignment/project topics to students</p>

Job Code	Job Title	Responsibilities
7028	School Counselor	<p>Coordinate with parents, teachers and school administration regarding any issue faced by the children.</p> <p>Assist students for more productivity and student success including academic achievement.</p> <p>Respect the student's individuality and treat every student differently.</p> <p>Develop and implement individual student planning and school counseling programs.</p> <p>Make sure equal opportunities are available for everyone.</p> <p>Teach students to speak for themselves and boost their confidence.</p> <p>Work with students until the day you realize that they have coped well with their problems.</p> <p>Enhance the strength of the students by counseling them morally.</p> <p>Study different behaviors of the students through various assessments and tests.</p> <p>Make reports according to the different achievements of the students.</p> <p>Analyze the data to compare the results and accordingly introduce some new counseling strategies</p>

Job Code	Job Title	Responsibilities
7029	School Psychologist	<p>Planning out an innovative program for mental health.</p> <p>Working closely with teachers, principals, as well as social workers if needed.</p> <p>Providing a counseling session in a scheduled manner.</p> <p>Letting students speak and know their concerns.</p> <p>Knowing student's difficulties and solving their behavioral issues.</p> <p>Providing support to the student's parents or guardians.</p> <p>Helping the student in planning out their goals.</p> <p>Diagnosing students and providing special assistance if required.</p> <p>Implementing techniques to help the student improve their academic performance.</p> <p>Improving the social skills of the students.</p> <p>Developing strategies to prevent bullying and ragging.</p>

Job Code	Job Title	Responsibilities
7030	Spanish Teacher	<p>Planning and implementing Spanish teaching strategies.</p> <p>Giving classroom instruction to the students as per the schedule.</p> <p>Developing teaching materials as required.</p> <p>Creating teaching plans as per the curriculum.</p> <p>Conversing with the students in the Spanish language only.</p> <p>Ensuring that the students' pronunciation is accurate.</p> <p>Scheduling classes, as well as oral examinations for the students, are per the grades.</p> <p>Suggesting improvements in the class session for struggling students.</p> <p>Researching on modern teaching methods and techniques.</p> <p>Organizing events to showcase the students' talent.</p> <p>Performing administrative tasks as and when required.</p> <p>Taking feedback from the students and parents as well.</p>

Job Code	Job Title	Responsibilities
7031	Teacher	<p data-bbox="696 188 1444 215">Create lesson plans that meet established school curriculum models.</p> <p data-bbox="696 260 1704 287">Ensure that the lesson plans are in compliance with national curriculum guidelines and rules.</p> <p data-bbox="696 331 1503 359">Observe the ability level of all students and help them develop their skills.</p> <p data-bbox="696 403 1279 430">Use audio and visual techniques to facilitate learning.</p> <p data-bbox="696 475 1733 502">Coordinate with parents and schedule regular meetings to discuss the progress of the students.</p> <p data-bbox="696 547 1458 574">Conduct in-house and outdoor educational activities for the students.</p> <p data-bbox="696 619 1420 646">Provide a safe and positive learning environment for the students.</p> <p data-bbox="696 691 1084 718">Keep the classroom neat and clean.</p> <p data-bbox="696 762 1352 790">Observe the behavior of students and help them improve it.</p> <p data-bbox="696 834 1039 861">Maintain discipline in the class.</p> <p data-bbox="696 906 1319 933">Attend school meetings about curriculum and guidelines.</p> <p data-bbox="696 978 1568 1005">Attend educational seminars and workshops to improve your professional skills.</p> <p data-bbox="696 1050 1328 1077">Monitor students' performances and gauge their abilities.</p>

Job Code	Job Title	Responsibilities
7032	Toddler Teacher	<ul style="list-style-type: none"> <li>Facilitating students overall development</li> <li>Helping students express themselves</li> <li>Teaching basic manners and life skills</li> <li>Guiding students to feed and dress themselves</li> <li>Acting as an intermediary between students to resolve conflicts</li> <li>Demonstrating appropriate social behavior to students</li> <li>Ensuring the classroom is kept clean and tidy at all times</li> <li>Enforcing positive behavior and classroom learning</li> <li>Meeting with parents to discuss student progress and behavior at home</li> <li>Conducting and participating in parents-teacher meetings</li> <li>Planning and implementing creative activities and programs for students</li> <li>Applying different educational techniques</li> <li>Helping students develop self-esteem and social competence</li> <li>Helping students develop artistic and creative skills</li> </ul>

Job Code	Job Title	Responsibilities
7033	Vice Principal	<p>Maintaining discipline in the school</p> <p>Evaluating teaching and non-teaching staff and their performance</p> <p>Organizing parent-teacher conferences and meetings</p> <p>Handling any urgent matters responsibly and professionally</p> <p>Ensuring smooth functioning of daily school activities along with the Principal</p> <p>Performing the duties of the Principal in his/her absence</p> <p>Resolving conflicts and arguments between teachers and students</p> <p>Conducting school gatherings and sports events</p> <p>Communicating with different departments and forwarding their requests and concerns to the Principal</p> <p>Reviewing and updating school policies and rules</p> <p>Helping the Principal in deciding the academic budget</p> <p>Assisting in the onboarding process and acting as a committee member during interviews</p> <p>Organizing field trips, exhibitions, and other workshops</p>

Job Code	Job Title	Responsibilities
8001	Aerospace Engineer	<p>Planning and coordinating the design, assembling, and manufacturing of aerospace products</p> <p>Reviewing design proposals and projects to check for financial and technical feasibility</p> <p>Ensuring all projects and designs meet quality standards and offer safe operations</p> <p>Adhering to engineering principles while undertaking aircraft design projects</p> <p>Inspecting and fixing damaged products</p> <p>Using scientific and mathematical knowledge to repair and improve aerospace products and aircrafts</p> <p>Testing aircrafts and spacecrafts</p> <p>Assembling computer systems and control panels</p> <p>Reviewing and improving production procedures/methods, and safety regulations</p> <p>Developing projects within assigned budget and timelines</p> <p>Writing and updating technical documentation, manuals, and reports</p> <p>Providing technical advice whenever required</p> <p>Staying up-to-date with the latest industry developments, trends, and best practices</p> <p>Conducting thorough research before developing design specifications</p>

Job Code	Job Title	Responsibilities
8002	Auto Mechanic	<p data-bbox="696 186 1541 215">Inspect the vehicle and all its components thoroughly to determine the issue.</p> <p data-bbox="696 260 1379 288">Keep the equipment and tools ready for checking the vehicles.</p> <p data-bbox="696 333 1357 362">Repair or replace broken and damaged parts of the vehicles.</p> <p data-bbox="696 406 1290 435">Conduct vehicle inspection sessions on a regular basis.</p> <p data-bbox="696 480 1473 509">Manage the appearance of vehicles by washing, cleaning, and painting.</p> <p data-bbox="696 553 1256 582">Monitor the inventory and keep supplies and tools.</p> <p data-bbox="696 627 2040 655">Provide complete preventive maintenance work such as replacing filters, oil change, wheel balancing, and engine tune-ups.</p> <p data-bbox="696 700 1626 729">Maintain and repair vehicles using computerized diagnostic for routine maintenance.</p> <p data-bbox="696 774 1532 802">Conduct test drives and ensure that the vehicle is in good working condition.</p> <p data-bbox="696 847 1178 876">Maintain and update the record of vehicles.</p>

Job Code	Job Title	Responsibilities
8003	Biochemical Engineer	<p>Analyzing existing biomanufacturing processes</p> <p>Ensuring all biochemical processes fulfill government policies and regulations</p> <p>Developing processes and techniques that promise less or zero environmental damage</p> <p>Undertaking research initiatives</p> <p>Supervising and leading scientific experiments</p> <p>Delegating tasks and allocating research/experiment budget and responsibilities</p> <p>Developing simulations to foster research studies</p> <p>Applying for research permits when required</p> <p>Preparing diagrams and research models using relevant software</p> <p>Designing and implementing quality assurance processes</p> <p>Attending conferences, workshops, and networking events</p> <p>Maintaining a database of research findings and experiment results</p> <p>Evaluating new technologies along with fellow chemists</p> <p>Implementing research/experiment protocols</p>

Job Code	Job Title	Responsibilities
8004	Chemical Engineer	<p>Regulating chemical, fuel and food processing procedures</p> <p>Adhering to the health and safety guidelines</p> <p>Researching, implementing and optimizing production and manufacturing processes</p> <p>Planning and creating equipment layout</p> <p>Following safety procedures when working with dangerous chemicals</p> <p>Estimating production costs and assisting in budget planning</p> <p>Performing chemical analysis and preparing detailed reports</p> <p>Visiting work sites and inspecting the work in manufacturing units</p> <p>Conducting tests to analyze product performance</p> <p>Communicating test results with team members to improve product line</p> <p>Providing training and technical support to inexperienced team members</p> <p>Liaising with Control Engineers, Project Engineers and Process Chemists</p> <p>Designing equipment layout to suit the product requirements</p> <p>Suggesting new technologies to optimize plant operations</p>

Job Code	Job Title	Responsibilities
8005	Civil Engineer	<p data-bbox="696 185 1256 220">Design and plan model of the building or structure.</p> <p data-bbox="696 256 2033 323">Manage surveying operations in order to establish reference points, grades, and elevations to guide the construction or its design</p> <p data-bbox="696 360 1413 395">Assist and coordinate with the Project Manager on a regular basis</p> <p data-bbox="696 432 1317 467">Prepare blueprints of the structure as and when needed.</p> <p data-bbox="696 504 1171 539">Prepare the budget estimation and costing.</p> <p data-bbox="696 576 1384 611">Assess the potential risks and make suggestions to avoid them.</p> <p data-bbox="696 647 1373 683">Monitor the performance of the employees working on a site.</p> <p data-bbox="696 719 1279 754">Determine the environmental impacts of the project.</p> <p data-bbox="696 791 1424 826">Consider the health and safety measures during project execution.</p> <p data-bbox="696 863 1888 898">Troubleshoot any problems in designs and plans and make sure they are completely followed by the workers.</p> <p data-bbox="696 935 1335 970">Implement various procedures and policies on the project.</p> <p data-bbox="696 1007 1373 1042">Coordinate with the customers and deliver what they require.</p> <p data-bbox="696 1078 1368 1114">Plan and design transportation systems as and when needed.</p>

Job Code	Job Title	Responsibilities
8006	CNC Machinist	<p data-bbox="698 186 1720 215">Checking and discussing project specifications with Project Engineer and Mechanical Engineer</p> <p data-bbox="698 256 1384 285">Determining tools and attachments needed for a particular job</p> <p data-bbox="698 327 1469 355">Adjusting cutting style and machine speed as the project requirements</p> <p data-bbox="698 397 1509 426">Supervising the cutting process and setting desired machine temperatures</p> <p data-bbox="698 467 1527 496">Reading and interpreting mechanical drawings, blueprints, and cutting plans</p> <p data-bbox="698 537 1476 566">Ensuring all finished products meet specifications and quality standards</p> <p data-bbox="698 608 1417 636">Performing daily maintenance tasks and maintaining a record of it</p> <p data-bbox="698 678 1261 707">Preparing CNC machinery for daily production tasks</p> <p data-bbox="698 748 1205 777">Conducting test runs to check machine output</p> <p data-bbox="698 818 1312 847">Operating CNC machinery in a safe and efficient manner</p> <p data-bbox="698 888 1281 917">Analyzing the project specifications and tasks at hand</p> <p data-bbox="698 959 1563 987">Maintaining a written record of instructions and machine operation procedures</p> <p data-bbox="698 1029 1337 1058">Adhering to the safety protocols and standards at all times</p>

Job Code	Job Title	Responsibilities
8007	Diesel Mechanic	<p data-bbox="698 186 1424 215">Checking if the functionalities of the vehicles are working properly.</p> <p data-bbox="698 256 1234 285">Conducting repairs and diagnostic on the vehicle.</p> <p data-bbox="698 327 992 355">Troubleshooting the faults.</p> <p data-bbox="698 397 1382 426">Preparing and maintaining the diagnostic report for future use.</p> <p data-bbox="698 467 1270 496">Performing the general maintenance of the vehicles.</p> <p data-bbox="698 537 1653 566">Maintaining the inventory level of the components and restocking them when required.</p> <p data-bbox="698 608 1225 636">Conducting test drives and other routine checks.</p> <p data-bbox="698 678 1615 707">Performing inspection on the vehicles such as oil changes, tire rotations, and others.</p> <p data-bbox="698 748 1456 777">Supervising the vehicle's appearance and ensuring it is clean and tidy.</p> <p data-bbox="698 818 1303 847">Identifying the torn and worn parts and replacing them.</p> <p data-bbox="698 888 1153 917">Maintaining cleanliness on the shop floor.</p> <p data-bbox="698 959 1561 987">Working in collaboration with the repair team and other fellow team members.</p> <p data-bbox="698 1029 1460 1058">Adhering to all the rules and regulations of the inspection procedures.</p>

Job Code	Job Title	Responsibilities
8008	Drafter	<p data-bbox="696 186 1361 215">Develop a plan and specifications according to clients' needs.</p> <p data-bbox="696 260 1456 288">Convert sketches and drawings from engineers into technical designs.</p> <p data-bbox="696 333 1258 362">Provide a detailed analysis of the project execution.</p> <p data-bbox="696 406 1314 435">Enumerate the procedures and materials for the project.</p> <p data-bbox="696 480 1247 509">Create visual guidelines for construction purposes.</p> <p data-bbox="696 553 1447 582">Ensure that the designs are followed by the workers and technicians.</p> <p data-bbox="696 627 1991 655">Determine the number of operators that will be used to operate the machine and assign them their duties accordingly.</p> <p data-bbox="696 700 1895 729">Develop the budget costing documents and technical reports with the coordination of an architect on the site.</p> <p data-bbox="696 774 1594 802">Use computer-aided design software (CAD) for the execution of plans and designs.</p> <p data-bbox="696 847 1505 876">Specify the details of the project through drawings and relevant materials.</p> <p data-bbox="696 920 1379 949">Design plans using engineering and manufacturing techniques.</p>

Job Code	Job Title	Responsibilities
8009	Electrical Engineer	<p data-bbox="696 186 1317 215">Meeting the clients and noting down their specifications.</p> <p data-bbox="696 260 1469 288">Designing and implementing various electrical equipment and systems.</p> <p data-bbox="696 333 1167 362">Maintaining all the equipment and devices.</p> <p data-bbox="696 406 1229 435">Performing testing on the electrical components.</p> <p data-bbox="696 480 1263 509">Conducting engineering tasks as and when required.</p> <p data-bbox="696 553 1254 582">Using electrical calculations for designing products.</p> <p data-bbox="696 627 1227 655">Troubleshooting the electrical problems on time.</p> <p data-bbox="696 700 1541 729">Installing and configuring electrical equipment as per customer requirements.</p> <p data-bbox="696 774 1326 802">Carrying out quality control procedures of the equipment.</p> <p data-bbox="696 847 1364 876">Ensuring that the electrical products according to the criteria.</p> <p data-bbox="696 920 1207 949">Complying with electrical codes and standards.</p> <p data-bbox="696 994 1370 1023">Improving the functioning of old electrical products if needed.</p> <p data-bbox="696 1067 1256 1096">Writing reports and other required documentation.</p> <p data-bbox="696 1141 1041 1169">Overseeing the team members.</p>

Job Code	Job Title	Responsibilities
8010	Electronics Technician	<p data-bbox="698 186 1402 215">Assembling and disassembling electronic components and systems</p> <p data-bbox="698 256 1411 285">Installing and checking the functionality of new electrical systems</p> <p data-bbox="698 327 1276 355">Repairing and replacing electrical parts when needed</p> <p data-bbox="698 397 1431 426">Adhering to the health and safety procedures/protocols at all times</p> <p data-bbox="698 467 1292 496">Training and overseeing the work of fellow technicians</p> <p data-bbox="698 537 1133 566">Performing regular maintenance checks</p> <p data-bbox="698 608 1417 636">Interpreting technical drawings before installing electrical systems</p> <p data-bbox="698 678 1361 707">Attending training and skill building workshops when needed</p> <p data-bbox="698 748 1270 777">Maintaining a documentation of technical guidelines</p> <p data-bbox="698 818 1243 847">Preparing and presenting project progress reports</p> <p data-bbox="698 888 1538 917">Estimating the number of materials required and project completion timeline</p> <p data-bbox="698 959 1386 987">Coordinating day to day operations with the Electrical Engineer</p>

Job Code	Job Title	Responsibilities
8011	Engineering Technician	<p data-bbox="696 186 1624 215">Attending the meeting with the Project Manager and noting down the requirements.</p> <p data-bbox="696 260 1254 288">Assisting in developing the prototypes and models.</p> <p data-bbox="696 333 1308 362">Reading and interpreting the blueprints of the products.</p> <p data-bbox="696 406 1296 435">Supervising the Engineers in using complex equipment.</p> <p data-bbox="696 480 1160 509">Maintaining machinery and other gadgets.</p> <p data-bbox="696 553 1375 582">Performing manual tests on machinery for proper functioning.</p> <p data-bbox="696 627 1167 655">Writing basic software programs if needed.</p> <p data-bbox="696 700 1182 729">Ensuring proper calibration of the machines.</p> <p data-bbox="696 774 1126 802">Preparing manual operation guidelines.</p> <p data-bbox="696 847 1178 876">Suggesting improvements in the operations.</p> <p data-bbox="696 920 1216 949">Taking feedback from the Engineers frequently.</p> <p data-bbox="696 994 1093 1023">Performing diagnostics occasionally.</p> <p data-bbox="696 1067 1209 1096">Maintaining records of all the completed work.</p> <p data-bbox="696 1141 1171 1169">Offering technical assistance to employees.</p>

Job Code	Job Title	Responsibilities
8012	Environmental Engineer	<p data-bbox="698 186 1615 215">Conduct research, analyze the factors affecting the environment and create reports.</p> <p data-bbox="698 256 1514 285">Develop a design system that reduces the negative environmental impacts.</p> <p data-bbox="698 327 1137 355">Manage and dispose of waste materials.</p> <p data-bbox="698 397 1319 426">Help in developing environmental policies and standards.</p> <p data-bbox="698 467 1637 496">Monitor environmental improvement programs and address environmental problems.</p> <p data-bbox="698 537 1312 566">Provide technical support for all environmental projects.</p> <p data-bbox="698 608 1787 636">Introduce modern technologies to the system such as Ecosan systems, Bioswales, Sewers, and so on</p> <p data-bbox="698 678 1845 707">Coordinate with Engineer Manager Experts and planners working for the betterment of the environment.</p> <p data-bbox="698 748 2000 821">Compile the Environmental Health &amp; Safety Manual for contractors &amp; suppliers by referring to the permit and standard operating procedures</p> <p data-bbox="698 863 1574 892">Create resource management policies and ensure the effective use of resources.</p> <p data-bbox="698 933 1140 962">Document and maintain SOPs and plans.</p>

Job Code	Job Title	Responsibilities
8013	Geotechnical Engineer	<p data-bbox="698 186 1272 215">Developing a strategic investigation plan for the site.</p> <p data-bbox="698 256 1330 285">Performing the geotechnical investigation as per the plan.</p> <p data-bbox="698 327 1514 355">Collecting samples such as rock, sand, and similar substances from the site.</p> <p data-bbox="698 397 1451 426">Analyzing the ground stress which includes capacity and stress levels.</p> <p data-bbox="698 467 1514 496">Executing tests on the samples and noting down the contamination values.</p> <p data-bbox="698 537 1361 566">Designing the projects based on the investigation performed.</p> <p data-bbox="698 608 1317 636">Creating 2D and 3D models using computer applications.</p> <p data-bbox="698 678 1352 707">Taking care of geological hazards while planning the project.</p> <p data-bbox="698 748 1370 777">Setting budget and time constraints on ground investigations.</p> <p data-bbox="698 818 1559 847">Assigning tasks to Geologists, Geotech Engineers, and other fellow consultants.</p> <p data-bbox="698 888 1424 917">Suggesting necessary changes in the project as and when required.</p> <p data-bbox="698 959 1254 987">Preserving nature and protecting the environment.</p> <p data-bbox="698 1029 1232 1058">Performing basic administrative tasks if required.</p> <p data-bbox="698 1099 1312 1128">Approving plans designed by other geological Engineers.</p>

Job Code	Job Title	Responsibilities
8014	Industrial Engineer	<p data-bbox="698 186 1294 215">Understanding the engineering process and standards.</p> <p data-bbox="698 256 1171 285">Establishing objectives for the organization.</p> <p data-bbox="698 327 1308 355">Creating models, structures, prototypes, and blueprints.</p> <p data-bbox="698 397 1207 426">Developing a control system for the processes.</p> <p data-bbox="698 467 1384 496">Overseeing the processes and production schedules efficiently.</p> <p data-bbox="698 537 1305 566">Implementing improvements in the production process.</p> <p data-bbox="698 608 1216 636">Minimizing the costs and maximizing efficiency.</p> <p data-bbox="698 678 1641 707">Working in collaboration with the Production Management team and Project Engineer.</p> <p data-bbox="698 748 1234 777">Estimating the staff requirements for the project.</p> <p data-bbox="698 818 1198 847">Documenting production errors and mistakes.</p> <p data-bbox="698 888 1084 917">Delegating tasks to team members.</p> <p data-bbox="698 959 1146 987">Negotiating with the vendors and clients.</p> <p data-bbox="698 1029 1037 1058">Assisting the HR team in hiring.</p> <p data-bbox="698 1099 1408 1128">Training new employees and guiding them as and when required.</p>

Job Code	Job Title	Responsibilities
8015	Marine Mechanic	<p data-bbox="698 186 1361 215">Testing and ensuring a stable performance of marine engines</p> <p data-bbox="698 256 1420 285">Examining and troubleshooting any issues in the electrical systems</p> <p data-bbox="698 327 1155 355">Undertaking minor repairs of ship engines</p> <p data-bbox="698 397 1429 426">Performing electrical AC system maintenance and plumbing repairs</p> <p data-bbox="698 467 1375 496">Repairing or replacing damaged/worn-out engine components</p> <p data-bbox="698 537 1415 566">Maintaining accurate and detailed service records and documents</p> <p data-bbox="698 608 1420 636">Analyzing motor performance and identifying malfunctioning signs</p> <p data-bbox="698 678 1155 707">Visiting docking stations to inspect vessels</p> <p data-bbox="698 748 1012 777">Conducting operational tests</p> <p data-bbox="698 818 1505 847">Changing oil and filters and other components during maintenance checks</p> <p data-bbox="698 888 1357 917">Adjusting carburetor and water tanks for smooth functioning</p> <p data-bbox="698 959 1496 987">Using hand tools for repairing generators and adjusting electrical systems</p> <p data-bbox="698 1029 1460 1058">Determining the effectiveness of cooling systems using thermometers</p> <p data-bbox="698 1099 958 1128">Fixing hydraulic systems</p>

Job Code	Job Title	Responsibilities
8016	Mechanical Engineer	<p data-bbox="696 188 1312 215">Performing the complete product development process.</p> <p data-bbox="696 260 1621 287">Conducting, researching and developing experiments for further correction of errors.</p> <p data-bbox="696 331 1447 359">Designing alternate solutions for any malfunctions in the equipment.</p> <p data-bbox="696 403 1632 430">Taking care of the safety and health of the team involved in the development process.</p> <p data-bbox="696 475 1339 502">Estimating the budget for the various engineering services.</p> <p data-bbox="696 547 1778 574">Training and guiding the Engineering Technicians and the staff about various engineering principles.</p> <p data-bbox="696 619 1769 646">Supervising the manufacturing of many products ranging from corrective devices to new batteries.</p> <p data-bbox="696 691 1588 718">Listening to customer preferences and making changes in the process as required.</p> <p data-bbox="696 762 1301 790">Using cost-effective methods with safety and reliability.</p> <p data-bbox="696 834 1610 861">Preparing a detailed analysis of the project and submitting it in the form of a report.</p>

Job Code	Job Title	Responsibilities
8017	Petroleum Engineer	<p>Analyzing natural reservoirs and developing the best method for extraction.</p> <p>Designing various drilling equipment for oil and gas companies.</p> <p>Developing strategies and methods to recover oil and gas from fields.</p> <p>Overseeing ongoing production operations which include extracting, drilling as well as transportation.</p> <p>Ensuring all the team members follow the standard environmental and safety regulations at the site.</p> <p>Installing, operating, and maintaining the site drilling and extraction equipment.</p> <p>Serving in collaboration with Reserves Engineers, Production Engineers, and Drilling Engineers.</p> <p>Applying engineering principles and techniques to design numerous petroleum equipment.</p> <p>Supervising the removal of the company's drilling equipment as well as sealing of the reservoirs.</p>

Job Code	Job Title	Responsibilities
8018	Process Engineer	<p data-bbox="698 186 1767 215">Coordinate various aspects of developing, configuring and implementing new industrial processes.</p> <p data-bbox="698 256 1043 285">Supervise the plant procedures.</p> <p data-bbox="698 327 1344 355">Perform various optimization tests to ensure better results.</p> <p data-bbox="698 397 1337 426">Purchase and install new types of equipment and material.</p> <p data-bbox="698 467 1720 496">Assist the development team in the analysis of raw materials, manpower, and their strategies.</p> <p data-bbox="698 537 1364 566">Troubleshoot and resolve any problem occurring in the plant.</p> <p data-bbox="698 608 1464 636">Coordinate with installation engineers and staff working in production.</p> <p data-bbox="698 678 1588 707">Create timelines and ensure that the budget for the process costs are maintained.</p> <p data-bbox="698 748 1097 777">Monitor the upgrades of the system.</p> <p data-bbox="698 818 1279 847">Document the procedures of the new process design.</p> <p data-bbox="698 888 1415 917">Produce routines and best practices to ensure product excellence.</p> <p data-bbox="698 959 1473 987">Generate standardized operating instructions for the upgrades process.</p> <p data-bbox="698 1029 1429 1058">Evaluate safety precautions and environmental effects of the plant.</p>

Job Code	Job Title	Responsibilities
8019	Project Engineer	<p data-bbox="696 188 1547 217">Develop, schedule, monitor and coordinate the assigned engineering projects.</p> <p data-bbox="696 260 1469 288">Assist the Project Manager and provide the required technical support.</p> <p data-bbox="696 331 1162 360">Train and mentor the new and junior staff.</p> <p data-bbox="696 403 1397 432">Create a budget and cost analysis for construction management.</p> <p data-bbox="696 475 1440 504">Stay in direct contact with the customers to understand their needs.</p> <p data-bbox="696 547 1240 576">Conduct various tests to ensure error-free results.</p> <p data-bbox="696 619 1420 647">Maintain a safe and healthy environment by following procedures.</p> <p data-bbox="696 691 2024 719">Ensure that the foreman and technicians working on the project completely understand the designs and the project plans.</p> <p data-bbox="696 762 1711 791">Perform an overall quality check for the project and performance standard of the employees.</p> <p data-bbox="696 834 1417 863">Review all engineering projects status and create detailed reports.</p>

Job Code	Job Title	Responsibilities
8020	Trailer Mechanic	<p data-bbox="698 186 1211 215">Regularly inspecting trailer bodies and systems</p> <p data-bbox="698 256 1384 285">Troubleshooting and repairing trailer systems and components</p> <p data-bbox="698 327 1417 355">Conducting preventive and maintenance checks on a regular basis</p> <p data-bbox="698 397 1055 426">Cleaning and servicing fuel tanks</p> <p data-bbox="698 467 1308 496">Assembling and disassembling engines and trailer systems</p> <p data-bbox="698 537 1379 566">Checking and ordering replacement parts as and when needed</p> <p data-bbox="698 608 1346 636">Testing the functionality of electrical and hydraulic systems</p> <p data-bbox="698 678 1480 707">Ensuring that the trailers meet the road safety standards and guidelines</p> <p data-bbox="698 748 1480 777">Maintaining a documentation of the day-to-day findings and operations</p> <p data-bbox="698 818 1178 847">Preparing and presenting inspection reports</p> <p data-bbox="698 888 1205 917">Addressing client queries as and when needed</p>

Job Code	Job Title	Responsibilities
9001	Cleaner	<p data-bbox="696 188 1167 215">Cleaning floors of offices and facility areas.</p> <p data-bbox="696 260 2024 323">Performing different cleaning activities including cleaning, dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, bathroom cleaning and so forth.</p> <p data-bbox="696 368 1048 395">Emptying trash on the schedule.</p> <p data-bbox="696 440 1339 467">Cleaning equipment used to clean the office area properly.</p> <p data-bbox="696 512 1223 539">Tracking and performing maintenance activities.</p> <p data-bbox="696 584 1608 611">Notifying administration in case there is a requirement for repair and interventions.</p> <p data-bbox="696 655 1249 683">Performing minor repairs and making adjustments.</p> <p data-bbox="696 727 1133 754">Stocking and maintaining supply rooms.</p> <p data-bbox="696 799 1485 826">Performing and reporting routine inspection and maintenance activities.</p> <p data-bbox="696 871 1424 898">Following all security, health and safety directions and regulations.</p>

Job Code	Job Title	Responsibilities
9002	Custodian	<p data-bbox="696 188 1995 215">Making sure that the facility is properly cleaned for the next day by taking out the trash, dusting surfaces and furniture.</p> <p data-bbox="696 260 1370 287">Sweeping and mopping the floors and vacuuming the carpets.</p> <p data-bbox="696 331 1538 359">Washing and sanitizing sinks, toilets, showers and restocking the disposables.</p> <p data-bbox="696 403 1162 430">Wiping and cleaning windows and mirrors.</p> <p data-bbox="696 475 1657 502">Maintain the outdoors by mowing the lawn, watering plants and cleaning the entrances.</p> <p data-bbox="696 547 1227 574">Reporting major damages and managing repairs.</p> <p data-bbox="696 619 1805 646">Securing the area after the working hours by closing windows, locking doors and setting up the alarm.</p> <p data-bbox="696 691 1234 718">Performing minor repairs and maintenance tasks.</p> <p data-bbox="696 762 1122 790">Undertaking occasional janitorial tasks.</p>

Job Code	Job Title	Responsibilities
9003	Facilities Coordinator	<p data-bbox="696 186 1335 215">Developing and managing building maintenance schedules</p> <p data-bbox="696 256 1261 285">Addressing any maintenance issues and urgent calls</p> <p data-bbox="696 327 1084 355">Preparing building evacuation plans</p> <p data-bbox="696 397 1267 426">Coordinating the testing of building security systems</p> <p data-bbox="696 467 1476 496">Reporting and coordinating daily operations with the Facilities Manager</p> <p data-bbox="696 537 1075 566">Liaising with suppliers and vendors</p> <p data-bbox="696 608 1379 636">Maintaining a report of the maintenance budget and expenses</p> <p data-bbox="696 678 1032 707">Supervising the crew members</p> <p data-bbox="696 748 1146 777">Checking and ordering inventory supplies</p> <p data-bbox="696 818 1290 847">Identifying any repairs, replacements, and renovations</p> <p data-bbox="696 888 1261 917">Undertaking building cleaning and disinfecting work</p> <p data-bbox="696 959 1254 987">Documenting all repair and maintenance processes</p> <p data-bbox="696 1029 1328 1058">Processing vendor invoices to the Accounting department</p> <p data-bbox="696 1099 1303 1128">Ensuring compliance with safety and industry standards</p>

Job Code	Job Title	Responsibilities
9004	Facilities Director	<p data-bbox="698 186 1312 215">Handling building maintenance, repairs, and renovations</p> <p data-bbox="698 256 1178 285">Managing budget and contracts for facilities</p> <p data-bbox="698 327 954 355">Arranging workstations</p> <p data-bbox="698 397 1366 426">Overseeing building security, cleaning, and safety procedures</p> <p data-bbox="698 467 1480 496">Planning and designing facilities layout, installations, and refurbishment</p> <p data-bbox="698 537 1556 566">Supervising the functioning of building systems such as electrical and plumbing</p> <p data-bbox="698 608 1146 636">Providing assistance with site supervision</p> <p data-bbox="698 678 987 707">Reviewing insurance plans</p> <p data-bbox="698 748 1408 777">Arranging waste disposal, staff facilities, and office/parking space</p> <p data-bbox="698 818 1238 847">Ensuring building equipment are in working order</p> <p data-bbox="698 888 1128 917">Adhering to safety regulations and laws</p> <p data-bbox="698 959 1413 987">Preparing and maintaining detailed and accurate financial records</p> <p data-bbox="698 1029 1176 1058">Reviewing and approving external contracts</p> <p data-bbox="698 1099 1106 1128">Implementing ways to minimize costs</p>

Job Code	Job Title	Responsibilities
9005	Facilities Manager	<p data-bbox="698 186 1420 215">Planning and coordinating all the installations and refurbishments.</p> <p data-bbox="698 256 1637 285">Managing the upkeep of supplies and equipment to meet health and safety standards.</p> <p data-bbox="698 327 1771 355">Inspecting the building's infrastructure to determine if there is any need for renovations or repairs.</p> <p data-bbox="698 397 1447 426">Reviewing the utility consumption and striving to minimize the costs.</p> <p data-bbox="698 467 1424 496">Supervising all staff facilities as well as that of external contractors.</p> <p data-bbox="698 537 1518 566">Allocating space to the required personnel according to their requirements.</p> <p data-bbox="698 608 1211 636">Handling service contracts and insurance plans.</p> <p data-bbox="698 678 1697 707">Coordinating with the accounts team to get the required contracts and insurances renewed.</p> <p data-bbox="698 748 1789 777">Controlling different activities such as waste disposal, parking space allocation, and building security.</p> <p data-bbox="698 818 1375 847">Keeping both records of both financial and non-financial tasks.</p> <p data-bbox="698 888 1090 917">Performing analysis and forecasting.</p> <p data-bbox="698 959 1375 987">Maintaining a daily log of the activities undertaken in a ledger.</p>

Job Code	Job Title	Responsibilities
9006	Factory Manager	<p data-bbox="698 186 1037 215">Planning factory daily routines.</p> <p data-bbox="698 256 1223 285">Meeting customer's expectations and demands.</p> <p data-bbox="698 327 1310 355">Supervising the factory workers on the production floor.</p> <p data-bbox="698 397 1245 426">Maintaining high standards of the production line.</p> <p data-bbox="698 467 1364 496">Implementing production strategies as per the requirements.</p> <p data-bbox="698 537 1077 566">Monitoring the factory operations.</p> <p data-bbox="698 608 1207 636">Taking corrective action as and when required.</p> <p data-bbox="698 678 1093 707">Resolving any factory-related issues.</p> <p data-bbox="698 748 1077 777">Assigning tasks to the factory staff.</p> <p data-bbox="698 818 1229 847">Creating and enforcing quality control standards.</p> <p data-bbox="698 888 1346 917">Implementing machine maintenance operating procedures.</p> <p data-bbox="698 959 1169 987">Suggesting improvements in the strategies.</p> <p data-bbox="698 1029 1182 1058">Preparing production schedules and reports.</p> <p data-bbox="698 1099 1249 1128">Presenting the reports to the higher management.</p>

Job Code	Job Title	Responsibilities
9007	Forklift Operator	<p data-bbox="698 186 2004 252">Unloading the merchandise and materials from the incoming vehicles and stacking them to the assigned locations in the storage facilities.</p> <p data-bbox="698 296 1637 323">Locating and moving the stock of products to crates or pallets for shipment or storage.</p> <p data-bbox="698 368 1671 395">Identifying damages and reporting quality deficiency or shortages to higher management.</p> <p data-bbox="698 440 1279 467">Transporting raw materials to the production houses.</p> <p data-bbox="698 512 1619 539">Checking whether the goods to be transported are arranged properly in the vehicles.</p> <p data-bbox="698 584 1899 611">Inspecting machinery to determine if it requires any repairs and assuring safety by regularly maintaining them.</p> <p data-bbox="698 655 1256 683">Keeping updated activity logs and inventory details.</p> <p data-bbox="698 727 1344 754">Complying with the company policies and legal procedures.</p> <p data-bbox="698 799 1344 826">Maintaining a safe and secure environment of the facilities.</p>

Job Code	Job Title	Responsibilities
9008	Handyman	<p>Clean offices regularly by sweeping, dusting and so on.</p> <p>Perform maintenance and light repairs jobs.</p> <p>Perform different landscaping tasks on the grounds.</p> <p>Provide painting services and fill holes or gaps on walls, sidewalks, etc.</p> <p>Perform carpeting and lighting installation (e.g. fabricate cupboards or build cabinets etc)</p> <p>Repair different machines, equipment, apparatuses, and appliances.</p> <p>Identify, record and report repair and maintenance work undertaken.</p> <p>Maintain the cleanliness of outside spaces for example parking lots and sidewalks.</p> <p>Take duties as assigned or emergency tasks (e.g. shoveling snow).</p> <p>Indicate and suggest additional repairs when distinguished or required.</p> <p>Help tradespeople with electrical, plumbing or HVAC repairs.</p>

Job Code	Job Title	Responsibilities
9009	Janitor	<p>Clean assigned building areas as directed.</p> <p>Perform routine inspection and support maintenance activities.</p> <p>Carry out heavy cleansing tasks and unique ventures.</p> <p>Notify management of occurring deficiencies or requirements for repairs.</p> <p>Make minor repairs and modifications if possible.</p> <p>Stock and manage supply rooms.</p> <p>Follow all health and safety directions and regulations.</p> <p>Empty trash and garbage regularly.</p> <p>Recycle daily and prepare bins for weekly pick-up.</p> <p>Make sure that rooms are maintained, prepared and equipped completely.</p> <p>Investigate and troubleshoot issues with the HVAC system, lighting and indoor climate control as required.</p>

Job Code	Job Title	Responsibilities
9010	Maintenance Manager	<p data-bbox="703 188 1554 220">Develop accurate maintenance procedures and ensure proper implementation</p> <p data-bbox="703 260 1312 292">Execute facility inspections to identify and resolve issues</p> <p data-bbox="703 331 1671 363">Check for hydraulic and electrical systems of the buildings to ensure smooth functionality</p> <p data-bbox="703 403 1263 435">Plan and oversee all repair and installation activities</p> <p data-bbox="703 475 1346 507">Administer the entire installation and maintenance process</p> <p data-bbox="703 547 1245 579">Allocate workload and also supervise upkeep staff</p> <p data-bbox="703 619 1406 651">Administer equipment inventory and place orders when required</p> <p data-bbox="703 691 1391 722">Supervise equipment inventory and place orders when required</p> <p data-bbox="703 762 1055 794">Ensure safety and health policies</p> <p data-bbox="703 834 1420 866">Keep maintenance logs and report of daily activities and schedules</p> <p data-bbox="703 906 1570 938">Manage and maintain good relationships with contractors and service providers</p>

Job Code	Job Title	Responsibilities
9011	Maintenance Supervisor	<p data-bbox="698 186 1688 217">Checking, examining and maintaining building systems (e.g. heating, ventilation and so on.)</p> <p data-bbox="698 260 1760 290">Overseeing, hiring, managing and supervising tradesmen for installations, repairs or maintenance.</p> <p data-bbox="698 333 1715 363">Monitoring facilities intermittently to determine issues, problems, and required maintenance.</p> <p data-bbox="698 406 1391 437">Preparing weekly maintenance schedules and distributing work.</p> <p data-bbox="698 480 1368 510">Contributing to the development of the maintenance budget.</p> <p data-bbox="698 553 1196 584">Monitoring stock of materials and equipment.</p> <p data-bbox="698 627 1368 657">Participating in the coordination of projects (e.g. renovations)</p> <p data-bbox="698 700 1563 730">Guaranteeing adherence to quality principles and health and safety regulations.</p>

Job Code	Job Title	Responsibilities
9012	Maintenance Technician	<p data-bbox="696 188 2069 248">Inspecting the facility system and conducting repairs of mechanical systems to ensure that they are consistent with safety and health standards.</p> <p data-bbox="696 296 1442 323">Performing the maintenance of electrical systems on a regular basis.</p> <p data-bbox="696 368 2051 429">Assisting in the setup of ventilation, refrigeration and other systems and conducting general repairs whenever and wherever required.</p> <p data-bbox="696 475 1895 502">Maintaining plumbing, electrical and heating systems to make sure the systems offer the utmost functionality.</p> <p data-bbox="696 547 1973 574">Surveying buildings and repairing mechanical systems to ensure they are consistent with health and safety standards.</p> <p data-bbox="696 619 1429 646">Examining alarm systems and schedule periodic checks and repairs.</p> <p data-bbox="696 691 1285 718">Carrying out pest control activities on a monthly basis.</p> <p data-bbox="696 762 1061 790">Performing general upkeep tasks.</p> <p data-bbox="696 834 1509 861">Building maintenance reports and present it to the Maintenance Manager.</p> <p data-bbox="696 906 1473 933">Assisting with budget preparations and ensuring it is properly followed.</p>

Job Code	Job Title	Responsibilities
9013	Maintenance Worker	<p data-bbox="698 186 1346 215">Perform repair and clean activities for all electrical systems.</p> <p data-bbox="698 260 1480 288">Perform minor fixes like filling gaps on walls, repairing broken locks, etc.</p> <p data-bbox="698 333 1346 362">Check electrical wiring and control panels to identify issues.</p> <p data-bbox="698 406 1211 435">Install equipment and appliances as instructed.</p> <p data-bbox="698 480 1742 509">Maintain the grounds such as garden trimming, yard upkeep, mowing lawn, collecting trash, etc.</p> <p data-bbox="698 553 1386 582">Conduct basic maintenance tasks like replacing fused bulbs etc.</p> <p data-bbox="698 627 1272 655">Inspect and troubleshoot appliances and equipment.</p> <p data-bbox="698 700 1496 729">Collaborate with the staff and other professionals during the renovations.</p> <p data-bbox="698 774 1323 802">Report any issues to the maintenance or facility manager.</p> <p data-bbox="698 847 1512 876">Ensure the safety system works well, for instance, checking the fire alarms.</p>

Job Code	Job Title	Responsibilities
9014	Plant Manager	<p>Plan, organize and direct routine operations that help exceed customer's expectations.</p> <p>Increase assets capacity, production and ensure flexibility while bringing down unnecessary costs and maintaining high-quality standards.</p> <p>Allocate resources efficiently and fully utilize the assets to generate optimal outcomes.</p> <p>Implement strategies as needed with strategic initiatives and provide a transparent sense of focus and direction.</p> <p>Monitor manufacturing plant operations and take corrective measures.</p> <p>Assist recruiters in hiring and training plant staff.</p> <p>Maintain a trusting bond with recruits and workgroups.</p> <p>Collect and analyze information to find appropriate places for managing waste.</p> <p>Observe equipment and guarantee that they are in good working order.</p> <p>Commit to the plant's safety procedures.</p> <p>Develop processes that help track and optimize standards, productivity, performance and metrics targets.</p> <p>Address staff issues and administer collective bargaining agreements.</p> <p>Stay updated on the latest production management concepts and best practices in increasing production.</p>

Job Code	Job Title	Responsibilities
9015	Safety Coordinator	<p data-bbox="696 186 1290 215">Recommend provisions that help minimize safety risks</p> <p data-bbox="696 256 1115 285">Develop and also enforce OSH policies</p> <p data-bbox="696 327 1451 355">Direct accident inquiry procedures as well as other safety procedures</p> <p data-bbox="696 397 1944 426">Keep a track record of all the safety-related incidents, work related injuries and also propose counteractive actions</p> <p data-bbox="696 467 1615 496">Collaborate with managers that help supervise compliance and identify safety issues</p> <p data-bbox="696 537 1487 566">Intervene in unsafe operations and activities and implement safety plans</p> <p data-bbox="696 608 1458 636">Ensure that the working conditions for employees are safe at all times</p> <p data-bbox="696 678 1420 707">Conduct safety training programs for employees on a regular basis</p> <p data-bbox="696 748 1608 777">Liaise with and report to officials related to OSH matters and other safety standards</p> <p data-bbox="696 818 1256 847">Keep yourself updated about latest safety practices</p>

Job Code	Job Title	Responsibilities
9016	Safety Manager	<p>Developing and executing health and safety plans in the organization.</p> <p>Visiting work locales or sites to lead safety audits on the faculty, equipment, and materials.</p> <p>Assessing, evaluating and adjusting safety techniques and policies.</p> <p>Researching and executing new material handling processes to ensure safety.</p> <p>Evaluating accident reports, assess damage and injury case investigations based on available facts.</p> <p>Directing safety training instructional sessions for employees and sellers.</p> <p>Guaranteeing compliance with regulatory bodies and standards including OSHA, EPA, and so forth.</p> <p>Administering the applications for and receipt of fundamental licenses.</p> <p>Leading damage, injury and incident inquiries with diligence.</p>
9017	Safety Officer	<p>Develop and implement workplace safety plans as per the official guidelines.</p> <p>Prepare and set into effect policies that establish the culture of health and safety standards.</p> <p>Evaluate procedures, practices, and facilities to assess risks and adherence to the regulation.</p> <p>Conduct presentations and training to employees on health and safety topics along with accident prevention.</p> <p>Provide medical examinations to employees when required by OSHA standards.</p> <p>Monitor compliance with laws and policies by inspecting workforce and operations.</p> <p>Inspect the protective equipment to examine potential hazardous material.</p> <p>Investigate incidents or accidents to discover causes and manage the worker's compensation claims.</p> <p>Recommend solutions that help improve prospects or take new prevention measures.</p>

Job Code	Job Title	Responsibilities
10001	Assistant Controller	<p data-bbox="698 186 1234 215">Develop financial control policies and procedures</p> <p data-bbox="698 256 1765 285">Manage and oversee all accounting operations including payroll, billing and complete A/R and A/P</p> <p data-bbox="698 327 1727 355">Prepare financial statements, balance sheets, budget forecasts and report discrepancies if any.</p> <p data-bbox="698 397 1547 426">Communicate with the Chief Financial Officer (CFO) regarding financial audits.</p> <p data-bbox="698 467 1688 496">Generate and publish financial statements regularly along with the Junior Accounting Staff.</p> <p data-bbox="698 537 1227 566">Reconcile accounting audits on a quarterly basis.</p> <p data-bbox="698 608 1357 636">Ensure quality control over all kinds of financial transactions.</p> <p data-bbox="698 678 1664 707">Document organizational policies for further reference and internal corporate controller.</p> <p data-bbox="698 748 1805 777">Maintain accurate information and ensure it's presented to the higher management on a timely basis.</p>

Job Code	Job Title	Responsibilities
10002	Chief Financial Officer	<p>Manage the financial systems of the company.</p> <p>Supervise monetary controls and accounting strategies.</p> <p>Maintain good relationships with vendors.</p> <p>Guarantee full transparency over the monetary execution of the organization.</p> <p>Oversee all financial staff members (controllers, treasurers and so forth).</p> <p>Prepare current forecasting reports.</p> <p>Set up and direct the company finance IT framework.</p> <p>Provide guidance on the most proficient methods to increase income and diminish costs.</p> <p>Convey potential dangers on time in a convenient way.</p> <p>Make sure that annual financial goals are achieved.</p> <p>Assist the CEO with the planning of both monthly and annual financial plans.</p> <p>Drive the company's financial planning and strategies.</p> <p>Perform administration by breaking down the company's liabilities and speculations.</p> <p>Keep up the speed of bills and customer payments.</p>

Job Code	Job Title	Responsibilities
10003	Credit Analyst	<p data-bbox="698 186 1601 215">Undertake a thorough review of clients financial wellbeing, including credit history.</p> <p data-bbox="698 260 1245 288">Read on current market trends and credit policies.</p> <p data-bbox="698 333 1252 362">Analyze and develop effective cash flow strategies.</p> <p data-bbox="698 406 1184 435">Help in assessing clients risk-taking behavior.</p> <p data-bbox="698 480 1368 509">Suggest loans and credit plans based on clients requirements.</p> <p data-bbox="698 553 1301 582">Identify any discrepancies in the credit lending process.</p> <p data-bbox="698 627 1368 655">Offer expert financial opinions to clients on their credit limits.</p> <p data-bbox="698 700 1055 729">Keep track of credit applications.</p> <p data-bbox="698 774 1473 802">Cross-check with credit agencies before processing the clients' request.</p> <p data-bbox="698 847 1361 876">Maintain a database of clients' loan requests and summaries.</p> <p data-bbox="698 920 1435 949">Work closely with the internal departments to avoid client disputes.</p> <p data-bbox="698 994 1066 1023">Draft and maintain credit reports.</p> <p data-bbox="698 1067 1507 1096">Recommend credit policy changes to improve the quality of loan requests.</p>

Job Code	Job Title	Responsibilities
10004	External Auditor	<p data-bbox="698 186 1435 215">Examine the financial and business activities of the accounting firm.</p> <p data-bbox="698 260 1317 288">Develop productive work relationships with audit clients.</p> <p data-bbox="698 333 1216 362">Share ideas and opinions with internal auditors.</p> <p data-bbox="698 406 1368 435">Approve the audit's financial procedures and documentation.</p> <p data-bbox="698 480 1285 509">Describe the audit findings and recommend solutions.</p> <p data-bbox="698 553 1162 582">Monitor the internal controls and systems.</p> <p data-bbox="698 627 1028 655">Plan effective audit processes.</p> <p data-bbox="698 700 1153 729">Examine and maintain end-year accounts.</p> <p data-bbox="698 774 1196 802">Perform necessary audits of the public sector.</p> <p data-bbox="698 847 1386 876">Report the errors and ensure that value for money is delivered.</p> <p data-bbox="698 920 1727 949">Prepare financial statements and reports which represent the actual situation of the company.</p> <p data-bbox="698 994 1576 1023">Make sure all procedures, policies, legislation, and regulations are in compliance.</p>

Job Code	Job Title	Responsibilities
10005	Finance Clerk	<p data-bbox="698 186 1420 215">Process and manage routine banking, transactions, and petty cash</p> <p data-bbox="698 256 1308 285">Maintain payroll records and data of the team members</p> <p data-bbox="698 327 1234 355">Help clients with opening and closing of accounts</p> <p data-bbox="698 397 1727 426">Aid clients in carrying out other transactions such as loan repayment, cheque encashment, etc.</p> <p data-bbox="698 467 1370 496">Generate financial accounting vouchers as and when required</p> <p data-bbox="698 537 1350 566">Evaluate employees' working hours and attendance records</p> <p data-bbox="698 608 1590 636">Review loan applications and pass on the details to Loan Processor or Loan Officer</p> <p data-bbox="698 678 1612 707">Apprise customers about their accounts as well as company policies and procedures</p> <p data-bbox="698 748 1471 777">Respond to client inquiries and concerns in the light of ongoing policies</p> <p data-bbox="698 818 1133 847">Provide adequate job training to juniors</p>

Job Code	Job Title	Responsibilities
10006	Financial Advisor	<p data-bbox="696 186 2051 252">Provide strategic assistance across a number of different financial products and services (investments, insurance cover, cash management, debt management)</p> <p data-bbox="696 295 1968 323">Assess customer's overall financial situation, understand their requirements and come up with a sound financial plan</p> <p data-bbox="696 367 1429 395">Guide customers towards a secure and profitable financial decision</p> <p data-bbox="696 438 1323 467">Grow a customer base and develop win-win relationships</p> <p data-bbox="696 510 2024 539">Build a network, generate leads, get hold of opportunities to sell stocks, mutual funds, bonds etc to meet the sales quotas</p> <p data-bbox="696 582 2051 611">Keep abreast of the latest industry trends and conduct comprehensive research in the market to support financial consulting</p> <p data-bbox="696 654 1704 683">Administer the course of a financial plan and keep it up-to-date, if required, to ensure profits</p> <p data-bbox="696 726 1384 754">Liaise with valuers, solicitors, providers and other professionals</p>

Job Code	Job Title	Responsibilities
10007	Financial Analyst	<p data-bbox="698 186 1346 215">Examining current and past financial performance and data</p> <p data-bbox="698 256 1424 285">Conducting market research and identifying current market trends</p> <p data-bbox="698 327 1500 355">Coordinating with the Marketing team in developing marketing strategies</p> <p data-bbox="698 397 1749 426">Performing financial forecasting and suggesting budgets, improvement measures, and strategies</p> <p data-bbox="698 467 1032 496">Suggesting investment options</p> <p data-bbox="698 537 1261 566">Developing policies and models for financial growth</p> <p data-bbox="698 608 1182 636">Obtaining operational and other key metrics</p> <p data-bbox="698 678 1447 707">Recommending actions for optimizing and interpreting financial data</p> <p data-bbox="698 748 1346 777">Reporting day-to-day operations to Senior Financial Analyst</p> <p data-bbox="698 818 1341 847">Maintaining confidentiality of all financial data and analysis</p> <p data-bbox="698 888 1037 917">Examining financial statements</p> <p data-bbox="698 959 1447 987">Maintaining a database and general ledger of all accounts receivable</p> <p data-bbox="698 1029 1149 1058">Developing and evaluating profit margins</p> <p data-bbox="698 1099 1330 1128">Preparing monthly, quarterly, and annual financial reports</p>

Job Code	Job Title	Responsibilities
10008	Financial Consultant	<p>Analyze the company's investment plans and financial status.</p> <p>Source and assess capital extension options, including funds and loans.</p> <p>Research and review the purchase and sale of stocks.</p> <p>Investigate market inclines and recognize the opportunities and risks.</p> <p>Screen financial strategies to establish financial goals and guarantee compliance with the law.</p> <p>Set objectives to build productivity.</p> <p>Audit daily transactions to recognize territories of improvements and change.</p> <p>Manage customer's relationships with the company.</p> <p>Provide business administration assistance to customers.</p> <p>Specify the dangers involved with making specific investments to the customers clearly.</p> <p>Evaluate the client's financial situation that is information regarding investments, savings, tax planning, and retirement planning.</p> <p>Motivate the finance team to increase revenue and productivity.</p> <p>Oversee present and future tax installments and payments.</p>

Job Code	Job Title	Responsibilities
10009	Financial Planner	<p>Analyze customer's financial statuses – income, liability, expenses etc.</p> <p>Examine and also suggest clients with the best financial opportunities – investments and insurance plans</p> <p>Develop best plans and budget for customers</p> <p>Personalize financial plans according to the customer's changing requirements</p> <p>Assist customers to implement their plans and execute transactions</p> <p>Present, as well as, sell appropriate financial products and services</p> <p>Locate and approach potential clients</p> <p>Build strong relationships to retain existing customers</p> <p>Maintain an updated understanding of standards, regulations, and financial products and services we offer</p> <p>Work together with our team to produce the best possible results</p>

Job Code	Job Title	Responsibilities
10010	Financial Specialist	<p>Analyze our company's financial data to generate financial reports.</p> <p>Process and document payroll including bonuses, deduction, social security and other payments of all employees</p> <p>Accomplish assigned tasks timely and accurately</p> <p>Generate invoices and purchase orders ensuring contractual compliance</p> <p>Organise and submit fund report to higher authorities</p> <p>Study and submit recommendations to the Director with cash flow and budgets</p> <p>Maintain record and keep logs of incoming bills and payable</p> <p>Manage credit card records, settlements, and appropriate job costing</p> <p>Generate account reconciliation reports and present it to senior management</p> <p>Ensure that the reports adhere to our company rules and regulations</p> <p>Evaluate financial reports and documents for correctness</p> <p>Keep yourself informed about the trends in Finance Industry</p>

Job Code	Job Title	Responsibilities
10011	Insurance Broker	<p data-bbox="698 186 1666 215">Collect and evaluate information from customers to assess their insurance requirements.</p> <p data-bbox="698 256 1552 285">Negotiate and discuss the policies with the insurer to bring out the best terms.</p> <p data-bbox="698 327 1491 355">Maintain cover and other relevant documents as per the policies agreed.</p> <p data-bbox="698 397 1256 426">Review and suggest changes in the existing policies</p> <p data-bbox="698 467 1406 496">Analyze and compare insurance policies from multiple resources.</p> <p data-bbox="698 537 1807 566">Arrange insurance cover and ensure the documentation meets the regulatory and legal requirements.</p> <p data-bbox="698 608 1373 636">Evaluate and analyze the client's needs and risk management.</p> <p data-bbox="698 678 1375 707">Document and keep records of data of insurance broker work.</p> <p data-bbox="698 748 1749 777">Develop and maintain long-term relationships with clients in addition to acquiring new accounts.</p>

Job Code	Job Title	Responsibilities
10012	Investment Analyst	<p>Assess and analyze economic and market conditions, income prospects, financial statements, and indicators to develop sustainable investment strategies.</p> <p>Attend meetings with stockbrokers and fund managers.</p> <p>Collect information about developments on the market or upcoming investment products.</p> <p>Analyze the previous investment decisions and the thought process involved.</p> <p>Work for investment banks, issue recommendations, and perform company-specific research.</p> <p>Enhance or expand investment portfolios through consultative reports and informed recommendations on fresh investment opportunities and resources.</p> <p>Maintain complete up to date information about the economy and financial markets.</p> <p>Ensure that all compliance regulations are met.</p> <p>Observe the market trends and look out for possible opportunities and risks.</p> <p>Maintain and present an investment report to the portfolio managers and investment management team.</p>

Job Code	Job Title	Responsibilities
10013	Investment Banker	<p>Research, examine and interpret financial data and market patterns.</p> <p>Lead vital researches and due diligence examinations.</p> <p>Issue debt and pitch private equity value to raise capital.</p> <p>Oversee IPOs and private value situations.</p> <p>Find and close potential speculators and investors.</p> <p>Offer expert exhortations on financial services, investment strategies, and techniques.</p> <p>Anchor mergers and acquisitions (M&amp;A) in the interest of customers.</p> <p>Work smoothly with the investment bank analyst and maintain a positive work environment.</p> <p>Purchase and offer speculations and stock in the interest of customers.</p> <p>Assist customers with the development of corporate or individual to undertake and its expansion benefits.</p> <p>Encourage mergers and acquisitions.</p> <p>Provide assistance for corporate restructure to examine risks and offer financial matters for the preparation of reports, modeling, and forecasting.</p>

Job Code	Job Title	Responsibilities
10014	Senior Financial Analyst	<p>Create different financial models via process analysis and bench-marking techniques</p> <p>Forecast quarterly and yearly profits</p> <p>Prepare cost projections</p> <p>Conduct thorough research of historical financial data</p> <p>Examine and report on the prevailing financial status</p> <p>Conduct financial planning analysis and report everything in a timely manner</p> <p>Explore viable investment options and present the best opportunities and associated risks</p> <p>Compare actual and projected results and identify areas that require improvements</p> <p>Participate in budgeting – for different projects and departments</p> <p>Coordinate with the executive team and the CFO on long-term financial planning</p> <p>Maintain confidentiality of investment decisions and financial information</p>

Job Code	Job Title	Responsibilities
10015	Treasurer	<p data-bbox="696 188 1794 215">Develop and implement systems to maintain financial records and manage accounts control services</p> <p data-bbox="696 260 1576 287">Supervise cash management activities and other financial management activities</p> <p data-bbox="696 331 1590 359">Organise summaries of funds and monitor compliance of cash flow and budgeting</p> <p data-bbox="696 403 1420 430">Enforce company policies and strategies in relation to market risks</p> <p data-bbox="696 475 1518 502">Oversee cash management, liquidity risks and overall funds of the company</p> <p data-bbox="696 547 2024 606">Manage all financial operations and monetary policy, interest rate profile and implement the transparency of the treasury function effectively</p> <p data-bbox="696 651 1756 678">Devise strategies in line with the company's objectives and submit recommendations accordingly</p> <p data-bbox="696 722 1218 750">Direct and supervise special funds maintenance</p> <p data-bbox="696 794 1682 821">Develop and flourish smooth working atmosphere with all departments including Taxation</p>

Job Code	Job Title	Responsibilities
11001	Acupuncturist	<p>Using different techniques of acupuncture methods with needles, cups, and earballs</p> <p>Suggesting and preparing herbal treatments for clients</p> <p>Assessing the physical conditions of clients to recommend diagnoses</p> <p>Examining medical histories and maintaining a record of the same</p> <p>Developing new treatment plans based on the outcomes</p> <p>Monitoring progress of clients</p> <p>Ensuring a safe environment for the clients</p> <p>Conducting individual sessions with clients</p> <p>Following safety procedures and infection control protocols</p> <p>Explaining treatment procedures to clients</p> <p>Answering any other client queries</p> <p>Using moxibustion to patients using a non-scarring stick or pole moxa</p> <p>Practicing cold or heat therapies on clients using equipment like hydrocollator packs and heat pads</p> <p>Adopting other techniques like tui-na and shiatsu</p>

Job Code	Job Title	Responsibilities
11002	Ambulance Driver	<p data-bbox="696 188 1458 215">Performing all the mechanical checks before starting the activity shift.</p> <p data-bbox="696 260 1339 287">Driving the seriously ill and injured patients to the hospital.</p> <p data-bbox="696 331 1346 359">Providing first aid care and administering oxygen if needed.</p> <p data-bbox="696 403 1518 430">Working in collaboration with the Paramedic and emergency services team.</p> <p data-bbox="696 475 1518 502">Checking the medical inventory and restocking them as and when required.</p> <p data-bbox="696 547 1200 574">Changing the stretcher's linen after every use.</p> <p data-bbox="696 619 1122 646">Cleaning and sanitizing the ambulance.</p> <p data-bbox="696 691 1200 718">Disposing of the contaminated medical waste.</p> <p data-bbox="696 762 1160 790">Maintaining daily entries in the driving log.</p> <p data-bbox="696 834 1509 861">Reporting accidents to other enforcements such as police, firefighters, etc.</p> <p data-bbox="696 906 1576 933">Ensuring the safety of the medical vehicle and reporting the faults at the earliest.</p>

Job Code	Job Title	Responsibilities
11003	Aromatherapist	<p data-bbox="696 188 1249 217">Meeting patients and knowing the medical history</p> <p data-bbox="696 260 1196 288">Discussing the patient's emotional well being.</p> <p data-bbox="696 331 1140 360">Formulating treatments for the patients.</p> <p data-bbox="696 403 1178 432">Creating therapy schedules for the patients.</p> <p data-bbox="696 475 1462 504">Using and blending essential oils for respective treatment procedures.</p> <p data-bbox="696 547 1050 576">Answering the patient's queries.</p> <p data-bbox="696 619 1205 647">Explaining the treatment and plans accurately.</p> <p data-bbox="696 691 1274 719">Utilizing various massage techniques to apply the oil.</p> <p data-bbox="696 762 1473 791">Making patients comfortable to share all the necessary medical details.</p> <p data-bbox="696 834 1267 863">Maintaining a healthy relationship with the patients.</p> <p data-bbox="696 906 1292 935">Maintaining the patients' records for future reference.</p> <p data-bbox="696 978 1487 1007">Making use of diffusers, steamers, and vaporizers as and when required.</p> <p data-bbox="696 1050 1122 1078">Enhancing patients' physical wellbeing.</p> <p data-bbox="696 1121 1202 1150">Suggesting proper diet and exercise if needed.</p>

Job Code	Job Title	Responsibilities
11004	Ayurvedic Practitioner	<p data-bbox="696 186 1491 215">Providing consultation to the patients as per the appointment schedules.</p> <p data-bbox="696 256 1816 285">Understanding patient health issues and prescribing necessary medications and treatments if required.</p> <p data-bbox="696 327 1189 355">Advising screening and scanning if necessary.</p> <p data-bbox="696 397 1072 426">Answering queries of the patients.</p> <p data-bbox="696 467 1379 496">Explaining the treatments provided to them and their benefits.</p> <p data-bbox="696 537 1167 566">Offering ayurvedic massages to the clients.</p> <p data-bbox="696 608 1485 636">Maintaining the inventory level and restocking the products as required.</p> <p data-bbox="696 678 1319 707">Ensuring the client is fully informed about the treatment.</p> <p data-bbox="696 748 1621 777">Enhancing customer satisfaction and customer excellence through services provided.</p> <p data-bbox="696 818 1442 847">Assigning tasks to the fellow Practitioners and other team members.</p> <p data-bbox="696 888 1352 917">Maintaining documentation after completion of treatments.</p>

Job Code	Job Title	Responsibilities
11005	Babysitter	<p>Preparing instructional and meal schedules for the children.</p> <p>Watching the children when parents are not available.</p> <p>Engaging in sound educational and development activities.</p> <p>Maintaining cleanliness and tidiness as and when possible.</p> <p>Supervising children's day to day activities.</p> <p>Sanitizing toys and play equipment on a regular basis.</p> <p>Changing diapers and giving potty training.</p> <p>Picking up children from school and other activities classes.</p> <p>Informing parents in case of any emergency at home.</p> <p>Answering all the phone calls from parents.</p> <p>Adhering to all the rules and regulations set by the parents.</p> <p>Acquiring help from parents, medical or similar as and when needed.</p>

Job Code	Job Title	Responsibilities
11006	Beauty Salon Manager	<p data-bbox="696 186 1167 215">Supervising activities and salon operations.</p> <p data-bbox="696 256 1290 285">Assisting in hiring and training beauticians as required.</p> <p data-bbox="696 327 1968 355">Arranging and managing the salon employee's work schedules, considering seasonality for occasions and peak times.</p> <p data-bbox="696 397 1682 426">Maintaining records of staff members which includes their salaries and working schedules.</p> <p data-bbox="696 467 1505 496">Advertising and promoting services, offers, and discounts via social media.</p> <p data-bbox="696 537 1462 566">Monitoring stock and ordering beauty products as and when required.</p> <p data-bbox="696 608 1189 636">Tracking the payments received from clients.</p> <p data-bbox="696 678 1583 707">Offering discount bundles and running online competitions to attract new clients.</p> <p data-bbox="696 748 2018 818">Ensuring proper cleaning of beauty salon equipment and tools after use and following hygiene practices across all beauty stations.</p> <p data-bbox="696 860 1693 888">Maintaining records of all transactions and presenting it to the beauty or hair salon owners.</p>

Job Code	Job Title	Responsibilities
11007	Beauty Therapist	<p>Use electrolysis plus waxing technique for facial and body hair removal</p> <p>Provide relaxing manicures and pedicures as well as face and body massages</p> <p>Provide various kinds of facial treatments</p> <p>Examine the skin and suggest the treatments accordingly</p> <p>Remove facial hair by waxing, or threading process</p> <p>Manage day to day appointments of the clients</p> <p>Update client archives with contact particulars and treatments details</p> <p>Provide guidance on makeup products as per client's requirement</p> <p>Make sure all spaces are hygienic, and clean</p> <p>Ensure that the equipment is sanitized before use</p>
11008	Caregiver	<p>Help and guide the daily activities of the patients with physical therapy exercises</p> <p>Monitor and report changes in health, behavior, and needs.</p> <p>Ensure that patients feel safe and comfortable.</p> <p>Provide help in the preparation of a meal as and when required.</p> <p>Perform housekeeping tasks that the patients are unable to do themselves.</p> <p>Provide emotional support and encouragement to patients when necessary.</p> <p>Examine the patient's medication and update health charts.</p> <p>Assist with personal care aides which may be activities such as bathing, bathroom functions, grooming, dressing, and eating.</p>

Job Code	Job Title	Responsibilities
11009	Child Psychiatrist	<p data-bbox="696 188 1189 215">Meeting and observing children's conditions.</p> <p data-bbox="696 260 1458 287">Inquiring with the patient's family about the patient's medical history.</p> <p data-bbox="696 331 1261 359">Discussing family background for better perception.</p> <p data-bbox="696 403 1211 430">Evaluating emotional and behavioral disorders.</p> <p data-bbox="696 475 1167 502">Finding out the nature of mental disorders.</p> <p data-bbox="696 547 1151 574">Devising a treatment plan for the patient.</p> <p data-bbox="696 619 1211 646">Prescribing medication based on medical tests.</p> <p data-bbox="696 691 1234 718">Speaking with the patients about their problems.</p> <p data-bbox="696 762 1227 790">Assisting the patients in changing their behavior.</p> <p data-bbox="696 834 1160 861">Monitoring the effects of the medications.</p> <p data-bbox="696 906 1339 933">Informing the patient's conditions to the responsible adult.</p> <p data-bbox="696 978 1267 1005">Educating the patient's family members for support.</p> <p data-bbox="696 1050 1312 1077">Utilizing therapies and counseling as and when required.</p> <p data-bbox="696 1121 1025 1149">Following up with the patient.</p>

Job Code	Job Title	Responsibilities
11010	Cosmetologist	<p data-bbox="696 188 1323 212">Communicate with customers to understand their needs.</p> <p data-bbox="696 260 1368 284">Suggest treatments to improve the appearance of customers.</p> <p data-bbox="696 331 1608 355">Create a wide range of looks by makeup application as per the customer's requests.</p> <p data-bbox="696 403 1637 427">Provide hair shampoo, cut and trim service according to the requests of the customer.</p> <p data-bbox="696 475 2011 531">Perform hair, skin, and nails beauty treatments as per customer's needs like facials, scalp treatment, manicure/pedicure, massages, body hair removal, etc.</p> <p data-bbox="696 579 1263 603">Provide skincare consultation services to the clients.</p> <p data-bbox="696 651 1554 675">Schedule appointments for large-scale events (e.g. Wedding, prom, party, etc).</p> <p data-bbox="696 722 1077 746">Manage and update client records.</p> <p data-bbox="696 794 1570 818">Monitor stock, maintain equipment and place orders for supplies when needed.</p> <p data-bbox="696 866 1749 890">Maintain a safe work environment to make compliance with health and safety standards (OSHA).</p> <p data-bbox="696 938 1301 962">Stay updated with knowledge of current beauty trends.</p>

Job Code	Job Title	Responsibilities
11011	Dental Assistant	<p>Receive and greet patients in the dental care clinic.</p> <p>Prepare patients for medicines, treatments, and checkups ensuring their comfort.</p> <p>Select and arrange equipment and tools as required.</p> <p>Sterilize all tools, instruments, and materials as indicated by state regulations and directions.</p> <p>Assist dentists in the 4-handed dentistry.</p> <p>Attempt and undertake all the assigned lab tasks by the dentist.</p> <p>Provide guidelines and safety practices of post-operative care and oral hygiene.</p> <p>Monitor stock, maintain supplies and place orders when required.</p> <p>Manage and schedule appointments and attend walk-ins.</p> <p>Maintain patient records accurately and help them with payment methods.</p> <p>Clean equipment and tools after use and maintain cleanliness in the clinic.</p>

Job Code	Job Title	Responsibilities
11012	Dental Office Manager	<p data-bbox="698 186 1368 215">Greeting patients and assisting them with their appointments</p> <p data-bbox="698 256 1503 285">Developing, implementing, and managing office practices and procedures</p> <p data-bbox="698 327 1321 355">Scheduling appointments for patients and staff members</p> <p data-bbox="698 397 1167 426">Monitoring clinic's cash and billing systems</p> <p data-bbox="698 467 1144 496">Updating and maintaining general ledger</p> <p data-bbox="698 537 1520 566">Coordinating with the Dental Assistant about the daily activities in the clinic</p> <p data-bbox="698 608 1422 636">Hiring, training, and overseeing the performance of staff members</p> <p data-bbox="698 678 1218 707">Addressing any clinic-related issues and queries</p> <p data-bbox="698 748 1055 777">Undertaking marketing activities</p> <p data-bbox="698 818 1182 847">Preparing and maintaining follow-up reports</p> <p data-bbox="698 888 1572 917">Informing the patients of their upcoming appointments via phone calls or emails</p> <p data-bbox="698 959 1408 987">Handling last minute appointment cancellations and adjustments</p> <p data-bbox="698 1029 1059 1058">Assisting in preparing the budget</p> <p data-bbox="698 1099 1238 1128">Maintaining employee records and payroll details</p>

Job Code	Job Title	Responsibilities
11013	Dermatologist	<p data-bbox="698 186 1167 215">Examining patients skin and hair conditions</p> <p data-bbox="698 256 1391 285">Treating various skin conditions like eczema, psoriasis, and acne</p> <p data-bbox="698 327 1413 355">Conducting diagnostic tests and providing appropriate treatments</p> <p data-bbox="698 397 1845 426">Suggesting skin clearing treatments like Microdermabrasion, Chemical Peels, and Acne Blue Light Therapy</p> <p data-bbox="698 467 1447 496">Explaining the outcomes and procedures of different skin treatments</p> <p data-bbox="698 537 1346 566">Advising patients on skin health maintenance tips and tricks</p> <p data-bbox="698 608 1328 636">Recommending on appropriate over the counter products</p> <p data-bbox="698 678 1473 707">Evaluating patients before performing non-invasive surgical procedures</p> <p data-bbox="698 748 1182 777">Keeping a record of patient's medical history</p> <p data-bbox="698 818 1151 847">Tracking and updating patients symptoms</p> <p data-bbox="698 888 1173 917">Referring patients specialists when required</p> <p data-bbox="698 959 1180 987">Prescribing medications and skin treatments</p> <p data-bbox="698 1029 1270 1058">Advising patients on the aftercare of skin treatments</p> <p data-bbox="698 1099 1352 1128">Offering skin consultation in person or via phone call/ online</p>

Job Code	Job Title	Responsibilities
11014	Dietary Aide	<p>Prepare the meals as per the defined procedures.</p> <p>Keep yourself updated about healthy food preparation techniques.</p> <p>Set up the dining area while maintaining cleanliness.</p> <p>Deliver the meals to the patients in their rooms on time.</p> <p>Monitor the food stock level and order more stock when required.</p> <p>Teach the families of patients about how they can prepare the right meals for them.</p> <p>Collect plates and glasses from the dining area and rooms after the meals are finished.</p> <p>Discard the leftovers or donate them to the food bank.</p> <p>Assist the team in planning the menu.</p> <p>Keep a record of expenses in a register.</p> <p>Maintain and clean the kitchen appliances and equipment regularly.</p> <p>Maintain the quality of the meals prepared.</p> <p>Report the occurrences of any problems to the higher management on time.</p>

Job Code	Job Title	Responsibilities
11015	Hair Stylist	<p data-bbox="696 188 1619 215">Welcoming clients and recognizing their requirements by communicating with them.</p> <p data-bbox="696 260 1619 287">Suggesting new hairdos and haircuts as indicated by shapes of their face and desires.</p> <p data-bbox="696 331 1597 359">Shampooing, cutting, coloring and arranging hair by using professional equipment.</p> <p data-bbox="696 403 1529 430">Preparing customer's hair for styling by analyzing hair texture and condition.</p> <p data-bbox="696 475 1529 502">Making hairstyles for daily looks and formal events such as buns, braids, etc.</p> <p data-bbox="696 547 1731 574">Producing desired hair color effect by bleaching, dyeing and tinting hair as stated by the clients.</p> <p data-bbox="696 619 1787 646">Applying hair treatment products as needed including color protection creams and hydrating masks.</p> <p data-bbox="696 691 1709 718">Creating bonds with loyal clients and remembering the preferences of their hairdo or haircut.</p> <p data-bbox="696 762 1440 790">Overseeing appointments, managing bookings and serving walk-ins.</p> <p data-bbox="696 834 1473 861">Cross-selling hair care products or services strategically when required.</p> <p data-bbox="696 906 1787 933">Cleaning and sterilizing tools and equipment before use and ensuring the tidiness of beauty stations.</p>

Job Code	Job Title	Responsibilities
11016	Health Unit Coordinator	<p data-bbox="696 186 1507 215">Greet the patients and hand out forms (admission and discharge) to them.</p> <p data-bbox="696 256 1435 285">Maintain the schedules and appointment calendar for each patient.</p> <p data-bbox="696 327 1429 355">Interpret doctors' orders and share prescriptions with the patients.</p> <p data-bbox="696 397 1413 426">Manage graph vital signs progress and medical charts of patients.</p> <p data-bbox="696 467 2063 531">Keep the record of all documents of every patient. This includes forms of admission/discharge, certificates of death/birth and so on.</p> <p data-bbox="696 572 1563 601">Update the same information about patients in the databases to keep a record.</p> <p data-bbox="696 643 1491 671">Work in collaboration with both non-medical as well as the medical staff.</p> <p data-bbox="696 713 1686 742">Monitor the inventory for the available stock and order all required supplies when needed.</p> <p data-bbox="696 783 2033 812">Assist the junior team with different assigned duties such as collecting patient documents, scheduling diagnostic tests, etc.</p>

Job Code	Job Title	Responsibilities
11017	Hospital Administration Manager	<p data-bbox="698 186 1451 215">Manage day to day administrative processes and healthcare facilities.</p> <p data-bbox="698 256 1406 285">Monitor expenditures and recommend cost-effective substitutes.</p> <p data-bbox="698 327 1115 355">Produce trimester and yearly budgets.</p> <p data-bbox="698 397 1485 426">Develop and implement effective policies for all operational procedures.</p> <p data-bbox="698 467 1341 496">Make work calendars along with Health Services Managers.</p> <p data-bbox="698 537 1189 566">Maintain prepared medical and staff records.</p> <p data-bbox="698 608 1140 636">Monitor managerial staff's performance.</p> <p data-bbox="698 678 976 707">Train new staff members.</p> <p data-bbox="698 748 1568 777">Ensure quick ordering of medical and official goods and stocking all the supplies.</p> <p data-bbox="698 818 1413 847">Respond to the inquiries from doctors, healthcare unit and nurses</p> <p data-bbox="698 888 1229 917">Resolve long term possible matters with patients</p> <p data-bbox="698 959 1538 987">Stay well informed with healthcare guidelines in regards to governing boards.</p>

Job Code	Job Title	Responsibilities
11018	Lab Assistant	<p data-bbox="698 186 1480 215">Prepare samples for tests using different medical laboratory equipment.</p> <p data-bbox="698 256 1597 285">Follow all health and safety regulations and handle laboratory specimens properly.</p> <p data-bbox="698 327 1155 355">Organize and process specimens/samples.</p> <p data-bbox="698 397 1485 426">Label all the specimens and place them in their appropriate department.</p> <p data-bbox="698 467 1099 496">Provide reliable and accurate results.</p> <p data-bbox="698 537 1364 566">Ensure quality control as directed by the laboratory manager.</p> <p data-bbox="698 608 1314 636">Sanitize and sterilize the laboratory equipment after use.</p> <p data-bbox="698 678 1709 707">Provide assistance to the Senior Lab staff and Managers with additional duties when needed.</p> <p data-bbox="698 748 1274 777">Documents all the work, activities and record results.</p> <p data-bbox="698 818 1509 847">Research trends and advancements for the betterment of the department.</p>

Job Code	Job Title	Responsibilities
11019	Lab Technician	<p>Analyze and label samples or body fluids of various substances available in the lab. including corrosives, toxic, reactive, flammables, tissues, etc.</p> <p>Test samples as per standardized procedures.</p> <p>Observe, analyze and decipher findings and report them in the result sheet.</p> <p>Lead tests under characterized conditions to verify/reject different sorts of speculations by using refined logical and scientific techniques.</p> <p>Organize and store all gases, chemicals, and liquids as indicated by safety rules.</p> <p>Maintain and record all information and results in specified forms (i.e. paper and electronic) with efficiency.</p> <p>Maintain electrical and non-electrical equipment in the laboratory.</p> <p>Order laboratory supplies as per the requirements.</p> <p>Follow safety rules and guidelines strictly.</p> <p>Keep the laboratory in a clean and orderly condition.</p>

Job Code	Job Title	Responsibilities
11020	Medical Assistant	<p data-bbox="701 188 1637 220">Interview the admitted and walk-in patients and note down their basic medical history</p> <p data-bbox="701 260 1644 292">Manage and maintain patient information and other medical records on a regular basis</p> <p data-bbox="701 331 1778 363">Organize and plan appointments as well as help old patients with scheduling appointments process</p> <p data-bbox="701 403 1402 435">Keep the records of insurance and update the medial report files</p> <p data-bbox="701 475 1290 507">Organize infirmary admissions and laboratory facilities</p> <p data-bbox="701 547 1408 579">Keep a check on the patients and update their records and charts</p> <p data-bbox="701 619 1599 651">Direct the team to perform routine checkups and prepare patients for examination</p> <p data-bbox="701 691 1740 722">Assist the team throughout medical inspections and also conducting medical assisting programs</p> <p data-bbox="701 762 1505 794">Produce and allocate communication notes, letters, documents and forms</p> <p data-bbox="701 834 1615 866">Manage receivable and payable accounts and update financial record books on time</p> <p data-bbox="701 906 1386 938">Manage the treatment rooms and sanitize medical instruments</p> <p data-bbox="701 978 1128 1010">Help the patients stay calm and relaxed</p> <p data-bbox="701 1050 1296 1082">Explain the instructions given by physicians' to patients</p> <p data-bbox="701 1121 1496 1153">Procure insurance forms from the respective health insurance companies</p>

Job Code	Job Title	Responsibilities
11021	Medical Secretary	<p>Receive and help patients as required.</p> <p>Type medical records including physician dictations and patient charts.</p> <p>Maintain detailed patient's personal details and medical records.</p> <p>Oversee office correspondences (e.g. telephone, email correspondence, etc) and offer administrative support.</p> <p>Schedule appointments for patients.</p> <p>Prepare reports for the patients and manage them.</p> <p>Collaborate with insurance agencies to process medical claims.</p> <p>Process bills, invoices, and payments.</p> <p>Guarantee confidentiality of sensitive data.</p>

Job Code	Job Title	Responsibilities
11022	Nanny	<p data-bbox="696 188 1155 215">Supervise the child's day-to-day activities.</p> <p data-bbox="696 260 1057 287">Plan a meal and snacks schedule.</p> <p data-bbox="696 331 1122 359">Prepare healthy meals for the children.</p> <p data-bbox="696 403 1200 430">Maintain the children living and playing space.</p> <p data-bbox="696 475 1122 502">Change diapers and give potty training.</p> <p data-bbox="696 547 1193 574">Arrange activities and games for the children.</p> <p data-bbox="696 619 1167 646">Help with homework and other difficulties.</p> <p data-bbox="696 691 1093 718">Organize the sleeping area properly.</p> <p data-bbox="696 762 1149 790">Pay extra attention when the child is sick.</p> <p data-bbox="696 834 1294 861">Pick them up from school and extracurricular activities.</p> <p data-bbox="696 906 1003 933">Read stories to the children.</p> <p data-bbox="696 978 1223 1005">Perform housekeeping tasks whenever possible.</p> <p data-bbox="696 1050 1016 1077">Assist the children in bathing.</p> <p data-bbox="696 1121 992 1149">Prepare a proper nap time.</p>

Job Code	Job Title	Responsibilities
11023	Nurse	<p data-bbox="696 188 1375 215">Recognize patient's necessities and emphasize on their needs.</p> <p data-bbox="696 260 1574 287">Develop a considerate environment and offer emotional support to the patients.</p> <p data-bbox="696 331 1413 359">Administer medication to the patient and monitor its side effects.</p> <p data-bbox="696 403 2067 467">Ensure the patients are ready for checkups and carry out regular investigative examinations like temperature, blood pressure, pulse rate and provide the required drugs and vaccines.</p> <p data-bbox="696 512 1308 539">Train and supervise nursing assistants in nursing homes.</p> <p data-bbox="696 584 1196 611">Educate patients about their treatment plans.</p> <p data-bbox="696 655 1070 683">Assist surgeons during operations.</p> <p data-bbox="696 727 1234 754">Record and maintain the patient's health reports.</p> <p data-bbox="696 799 1308 826">Handle medical emergencies with caution and patience.</p> <p data-bbox="696 871 1285 898">Follow proper health care and patient care guidelines.</p> <p data-bbox="696 943 1798 970">Inspect and maintain a safe and hygienic work environment by complying with rules, and regulations.</p> <p data-bbox="696 1015 1525 1042">Stay up to date about the latest technical knowledge in the medical industry</p> <p data-bbox="696 1086 1384 1114">Attend educational workshops and seminars on a regular basis.</p>

Job Code	Job Title	Responsibilities
11024	Nursing Supervisor	<p>Supervise the entire team of nurses and ward boys and assign them tasks on a day-to-day basis</p> <p>Ensure that the team takes care of the patients carefully</p> <p>Ensure nursing operational standards are met</p> <p>Maintain nursing guidelines by writing and updating policies</p> <p>Keeping records of nurses data, patient cases, and the procedures followed</p> <p>Develop a friendly environment by giving psychological support to patient's family and friends</p> <p>Assign nurses to patients and take an update about patients from them on a regular basis</p> <p>Inform the patient's family about the Doctor's instructions and medical procedures</p> <p>Assess the nurses' performance. Check that all nurses follow the hospital policies and procedures properly</p> <p>Resolve complaints and other issues faced by the patients</p> <p>Coordinate with the human resources team to hire new nurses or ward boys</p> <p>Train and guide new team members</p>

Job Code	Job Title	Responsibilities
11025	Nutritionist	<p data-bbox="696 186 1585 215">Create nutrition plans according to the patient's overall health and requirements.</p> <p data-bbox="696 256 1529 285">Recognize challenges the patients face further help them achieve their goals</p> <p data-bbox="696 327 1099 355">Guide patients about suitable meals.</p> <p data-bbox="696 397 1368 426">Create personalized meal plans which promote healthy living.</p> <p data-bbox="696 467 1809 496">Maintain patient's file to keep a record and to check the effects of nutritional changes on their health.</p> <p data-bbox="696 537 1279 566">Enlighten and counsels patients on nutritional issues.</p> <p data-bbox="696 608 1323 636">Provide nutritional programs and information to patients.</p> <p data-bbox="696 678 1939 707">Write and publish articles to make people aware of nutritional benefits and motivate them to adopt healthy living.</p> <p data-bbox="696 748 2011 777">Conduct scientific research to expand your knowledge such as the influence and benefits of a nutritious diet to the body.</p>

Job Code	Job Title	Responsibilities
11026	Operating Room Nurse	<p>Evaluate patients before medical procedure or surgery (e.g. NPO status) and ease their worries.</p> <p>Speak to the patients and make them ready for the surgery.</p> <p>Assemble all supplies required for the operation.</p> <p>Accept the accountability of keeping the operating room in an orderly condition and sanitized.</p> <p>Prepare the patient on the operating table and position them in a proper way.</p> <p>Pass medical instruments or different items to the specialist or surgeon during the surgery.</p> <p>Check the patient's vital signs to identify anomalies.</p> <p>Assess patients in postoperative stages.</p> <p>Adhere to safety and health standards and precautions measures.</p> <p>Perform duties and obligations inside or out of the sterile field as allotted.</p> <p>Demonstrate exceptional nursing care towards the patients.</p>

Job Code	Job Title	Responsibilities
11027	Paramedic	<p data-bbox="698 186 1792 215">Driving the ambulance and efficiently navigating through traffic to reach the accident scene on time.</p> <p data-bbox="698 260 1456 288">Taking up calls and responding to emergencies for prehospital checks.</p> <p data-bbox="698 333 1579 362">Evaluating the patient's condition for providing emergency treatments in transit.</p> <p data-bbox="698 406 1276 435">Communicating with the patient in a systematic way.</p> <p data-bbox="698 480 1310 509">Making use of medical equipment as and when needed.</p> <p data-bbox="698 553 1209 582">Preparing precise patient and accident reports.</p> <p data-bbox="698 627 1568 655">Working in collaboration with the ambulance techniques and other Paramedics.</p> <p data-bbox="698 700 1500 729">Informing the hospital regarding the patient's conditions for medical care.</p> <p data-bbox="698 774 1288 802">Following all the medical protocol and legal guidelines.</p> <p data-bbox="698 847 1523 876">Maintaining the ambulance equipment and restocking the medical supplies.</p> <p data-bbox="698 920 1220 949">Sanitizing and the emergency vehicles after use.</p>

Job Code	Job Title	Responsibilities
11028	Pediatrician	<p data-bbox="696 188 1630 215">Provide mental, physical and emotional care while examining the children and infants</p> <p data-bbox="696 260 1693 287">Perform regular checkups of little patients to examine their development and health issues.</p> <p data-bbox="696 331 1234 359">Prescribe appropriate medication to the patients.</p> <p data-bbox="696 403 1738 430">Counsel children of all ages and their parents about hygiene, medication and other precautions.</p> <p data-bbox="696 475 2024 534">Recommend and manage medication, treatment, vaccinations, and additional specialized medical care to prevent or treat diseases, injuries, and illnesses.</p> <p data-bbox="696 579 2029 606">Suggest and educate patients and their parents in regards to activity, diet, hygiene and other disease prevention methods.</p> <p data-bbox="696 651 1319 678">Conduct the desired tests required to diagnose the issue.</p> <p data-bbox="696 722 1765 750">Maintain records of patient's illness, surgeries or medical episodes (allergies, shocks, injuries, etc).</p> <p data-bbox="696 794 1682 821">Provide detailed diagnosis based on scientific knowledge and the patient's medical history.</p> <p data-bbox="696 866 1469 893">Refer to specialists if the child needs expert care to diagnose and treat.</p> <p data-bbox="696 938 1256 965">Conduct quality checks within the clinic or hospital.</p> <p data-bbox="696 1010 1413 1037">Attend conferences and seminars for advancements in pediatrics.</p>

Job Code	Job Title	Responsibilities
11029	Physician	<p>Take the medical history of patients and conduct routine checkups to assess patients' health.</p> <p>Recommend the required tests and prescribe medication accordingly.</p> <p>Review test results and start with the required medication treatment.</p> <p>Ask sensitive questions to find out the causes of illness.</p> <p>Treat patients and perform surgical procedures.</p> <p>Counsel patients in regard to their medical conditions.</p> <p>Answer all the queries and concerns the patients and their families might have.</p> <p>Explain all the medical procedures in detail to the patients and their families.</p> <p>Explain the test results and prepare the patients about precautions for their specific diseases.</p> <p>Train and supervise the medical staff including physician assistants, nurses on proper medical procedures.</p> <p>Maintain and update the patient's medical records and other necessary information.</p> <p>Refer patients to primary care physicians or medical specialists if required.</p> <p>Attend medical conferences and continue research in the relevant field to stay up to date of medical innovations and breakthroughs</p>

Job Code	Job Title	Responsibilities
11030	Psychiatrist	<p data-bbox="696 188 1249 215">Observing the patients behavior and making notes</p> <p data-bbox="696 260 1503 287">Screening the patients by physical examinations and psychological testing.</p> <p data-bbox="696 331 1200 359">Finding out the nature of the mental disorder.</p> <p data-bbox="696 403 1346 430">Prescribing psychotherapeutic treatments and medications.</p> <p data-bbox="696 475 1570 502">Inquiring with the patient's family about the patient's social and medical history.</p> <p data-bbox="696 547 1339 574">Maintaining the patient's information for future reference.</p> <p data-bbox="696 619 1189 646">Developing a treatment plan for the patients.</p> <p data-bbox="696 691 1106 718">Monitoring the effect of medications.</p> <p data-bbox="696 762 1514 790">Collaborating with Psychologists and other medical professionals if needed.</p> <p data-bbox="696 834 1070 861">Overseeing the patient's progress.</p> <p data-bbox="696 906 1267 933">Offering the patients emotional and mental support.</p> <p data-bbox="696 978 1137 1005">Following up with the patients regularly.</p> <p data-bbox="696 1050 1115 1077">Providing crisis intervention if needed.</p> <p data-bbox="696 1121 1397 1149">Informing the patient's close ones about the patient's condition.</p>

Job Code	Job Title	Responsibilities
11031	Salon Receptionist	<p data-bbox="696 188 1397 215">Greet customers, walk them to the best possible beauty station.</p> <p data-bbox="696 260 1865 287">Advise assigned beauticians about customer's arrival and update them about the services which they want.</p> <p data-bbox="696 331 1368 359">Confirm appointments of customers via telephone and email.</p> <p data-bbox="696 403 1352 430">Process cash and credit card transactions and issue receipts.</p> <p data-bbox="696 475 1673 502">Offer drinks and converse with customers who are sitting in the waiting area of our salon.</p> <p data-bbox="696 547 1821 574">Answer inquiries of clients regarding the beauty services of the salon and schedule their appointments.</p> <p data-bbox="696 619 1547 646">Notify customers about new offers and services of the salon on a timely basis.</p> <p data-bbox="696 691 1621 718">Provide cross-sell services through brochures and gift vouchers whenever applicable.</p> <p data-bbox="696 762 1749 790">Update customer records with contact, bill details, appointments and services provided to them.</p> <p data-bbox="696 834 1032 861">Keep the reception area clean.</p> <p data-bbox="696 906 1576 933">Order and get salon business cards and brochures printed as and when required.</p>

Job Code	Job Title	Responsibilities
11032	Social Worker	<p data-bbox="696 188 1771 215">Work together in multidisciplinary teams while collaborating with different types of social workers.</p> <p data-bbox="696 260 1933 320">Arrange, plan, oversee and implement support packages to assist customers to deal with problems and overcome dependencies.</p> <p data-bbox="696 368 1771 395">Meet service clients and evaluate their present condition, needs, stamina, and other shortcomings.</p> <p data-bbox="696 440 1507 467">Deal with each case as a unit and set custom fitted quantifiable objectives.</p> <p data-bbox="696 512 1621 539">Examine and assess customers' progress and modify treatment methods accordingly.</p> <p data-bbox="696 584 1532 611">Offer counseling and information on the best course of action amid sessions.</p> <p data-bbox="696 655 1301 683">Keep accurate records and report on customers' status.</p> <p data-bbox="696 727 1397 754">Attend case meetings and provide proof in court when required.</p> <p data-bbox="696 799 1435 826">Act as a key-specialist and collaborate with multidisciplinary groups.</p> <p data-bbox="696 871 1487 898">Assign customers to community services to assist them in their recovery.</p> <p data-bbox="696 943 1413 970">Educate school children about social work and get them on board.</p> <p data-bbox="696 1015 1205 1042">Maintain a professional outlook towards work.</p> <p data-bbox="696 1086 1122 1114">Utilize community resources diligently.</p>

Job Code	Job Title	Responsibilities
11033	Spa Therapist	<p data-bbox="696 188 1402 215">Greeting the clients warmly in a welcoming and friendly manner.</p> <p data-bbox="696 260 1240 287">Noting down the client's needs and requirements.</p> <p data-bbox="696 331 1653 359">Explaining to the client about various packages and massages in an appropriate manner.</p> <p data-bbox="696 403 1305 430">Answering the client's questions without any hesitation.</p> <p data-bbox="696 475 1290 502">Performing additional services to the clients if needed.</p> <p data-bbox="696 547 1106 574">Preparing and maintaining client files.</p> <p data-bbox="696 619 1077 646">Sanitizing the equipment after use.</p> <p data-bbox="696 691 1397 718">Inquiring about the client's allergies or medical conditions if any.</p> <p data-bbox="696 762 1503 790">Making sure that the client is satisfied with the services rendered to them.</p> <p data-bbox="696 834 1637 861">Following the necessary steps while performing the massage treatments to the clients.</p> <p data-bbox="696 906 1352 933">Adhering to the health and safety regulations set by the spa.</p> <p data-bbox="696 978 1391 1005">Maintaining the equipment and sampling inventory of products.</p> <p data-bbox="696 1050 1518 1077">Staying up to date with the latest trends and techniques in the spa industry.</p>

Job Code	Job Title	Responsibilities
12001	Baker	<p data-bbox="696 186 1144 215">Arrange the bakery early in the morning.</p> <p data-bbox="696 256 1453 285">Prepare baked products and goods based on customers' preferences.</p> <p data-bbox="696 327 1520 355">Measure the exact amount of ingredients for baking with the help of scales.</p> <p data-bbox="696 397 1227 426">Set oven temperatures to ensure precise baking.</p> <p data-bbox="696 467 1099 496">Suggest recipes to update our menu.</p> <p data-bbox="696 537 1845 566">Create a production schedule and set up a quota for the number of items to be produced on a daily basis.</p> <p data-bbox="696 608 1697 636">Maintain a clean and hygienic workstation in accordance with health and safety regulations.</p> <p data-bbox="696 678 1888 707">Administer and supervise the activities of production staff to ensure products are up to our bakery standards.</p> <p data-bbox="696 748 1509 777">Maintain the baking equipment to ensure baking operations run smoothly.</p> <p data-bbox="696 818 1400 847">Provide job training of baking techniques to the new employees.</p> <p data-bbox="696 888 1285 917">Monitor stock of food and order supplies beforehand.</p> <p data-bbox="696 959 1332 987">Distribute packaged products to wholesalers and retailers.</p> <p data-bbox="696 1029 1205 1058">Record all the operations of baking accurately.</p> <p data-bbox="696 1099 1200 1128">Maintain and update accurate baking records.</p>

Job Code	Job Title	Responsibilities
12002	Banquet Manager	<p data-bbox="698 186 1267 215">Assisting in menu selection and offering suggestions</p> <p data-bbox="698 256 1234 285">Negotiating contracts with suppliers and vendors</p> <p data-bbox="698 327 1332 355">Scheduling and assigning daily operations of banquet staff</p> <p data-bbox="698 397 1144 426">Ensuring increased customer satisfaction</p> <p data-bbox="698 467 1270 496">Arranging and maintaining all banquet requirements</p> <p data-bbox="698 537 1272 566">Hiring, training, and supervising your team members</p> <p data-bbox="698 608 1357 636">Scheduling reservations and making note of special requests</p> <p data-bbox="698 678 1422 707">Maintaining a record of pending bills and ensuring timely payment</p> <p data-bbox="698 748 1608 777">Coordinating with Head Chef and Event Managers for the smooth running of events</p> <p data-bbox="698 818 1081 847">Planning and checking venue setup</p> <p data-bbox="698 888 1238 917">Managing food and beverage requests effectively</p> <p data-bbox="698 959 1173 987">Conducting banquet facilities within budget</p> <p data-bbox="698 1029 1061 1058">Maintaining the quality of service</p> <p data-bbox="698 1099 1346 1128">Determining the number of servers and placement of items</p>

Job Code	Job Title	Responsibilities
12003	Bar Manager	<p data-bbox="696 188 1223 215">Set organization goals and enhance profitability.</p> <p data-bbox="696 260 1299 287">Resolve customer complaints in a professional manner.</p> <p data-bbox="696 331 1429 359">Delegate tasks to the Bartender, Waiter, and other team members.</p> <p data-bbox="696 403 1279 430">Supervise the presentation of the food and beverage.</p> <p data-bbox="696 475 1350 502">Ensure that the kitchen and bar area are clean and hygienic.</p> <p data-bbox="696 547 1021 574">Maintain the inventory levels.</p> <p data-bbox="696 619 1240 646">Comply with all company policies and procedures.</p> <p data-bbox="696 691 994 718">Set and control the budget.</p> <p data-bbox="696 762 1263 790">Plan and organize promotional events and activities.</p> <p data-bbox="696 834 1097 861">Monitor sales and revenue regularly.</p> <p data-bbox="696 906 1610 933">Attend regular meetings and discussions with the team members and management.</p> <p data-bbox="696 978 1559 1005">Make sure all the licenses are updated and adhere to the rules and regulations.</p> <p data-bbox="696 1050 1115 1077">Source, hire and train new employees.</p> <p data-bbox="696 1121 1200 1149">Handle tensed situations in a mindful manner.</p>

Job Code	Job Title	Responsibilities
12004	Barista	<p>Welcome customers pleasantly as they enter the cafe.</p> <p>Provide drink menus to customers and answer their questions with respect to ingredients.</p> <p>Take orders while focusing on subtle details like preferences of coffee or espresso blend, dairy and sugar proportions.</p> <p>Prepare drinks and beverages following the recipes.</p> <p>Serve drinks, cold beverages, and food like cookies, pastries, and muffins to the customers.</p> <p>Serve prepared food in a presentable manner. Ensure that it's of high quality.</p> <p>Ensure that the working environment especially the kitchen and cash counter is kept clean and tidy.</p> <p>Receive and process payments. Record every transaction in a cash register.</p> <p>Clean and maintain the bar area.</p> <p>Keep a stock of pack of coffee beans, clean mugs, and plates.</p> <p>Check if blending and brewing equipment works appropriately. Report any maintenance needs immediately.</p> <p>Ensure compliance with health and safety regulations (OSHA).</p> <p>Convey client feedback to supervisors and suggest new menu items.</p>

Job Code	Job Title	Responsibilities
12005	Bartender	<p data-bbox="696 188 1480 215">Producing and preparing liquor, beer or non-alcoholic drinks for the bar.</p> <p data-bbox="696 260 1301 287">Taking drink orders from customers and serving snacks.</p> <p data-bbox="696 331 1218 359">Evaluating the preferences and needs of clients.</p> <p data-bbox="696 403 1350 430">Making suggestions for beverage orders as per client tastes.</p> <p data-bbox="696 475 1462 502">Mixing ingredients in order to prepare classic and innovative cocktails.</p> <p data-bbox="696 547 1167 574">Planning and presenting a menu of the bar.</p> <p data-bbox="696 619 1621 646">Checking the identification of clients for the confirmation of the legal age of drinking.</p> <p data-bbox="696 691 1417 718">Monitoring adequate supply stock and restock supplies of the bar.</p> <p data-bbox="696 762 1503 790">Ensuring compliance with all food, beverage and refreshment regulations.</p>

Job Code	Job Title	Responsibilities
12006	Breakfast Attendant	<p data-bbox="698 186 1294 215">Knowing the guest's breakfast preferences and choice.</p> <p data-bbox="698 256 1173 285">Setting up the breakfast buffet before time.</p> <p data-bbox="698 327 1236 355">Assisting the guest in making better food choices.</p> <p data-bbox="698 397 1173 426">Maintaining the kitchen and breakfast area.</p> <p data-bbox="698 467 1111 496">Preparing food as and when required.</p> <p data-bbox="698 537 1173 566">Ensuring the food inventory is well stocked.</p> <p data-bbox="698 608 1263 636">Maintaining the coffee and tea dispenser machines.</p> <p data-bbox="698 678 1223 707">Ensuring the breakfast table is cleared after use.</p> <p data-bbox="698 748 1155 777">Cleaning the table cloth, table, and chairs.</p> <p data-bbox="698 818 1303 847">Answering guest's complaints in a professional manner.</p> <p data-bbox="698 888 1361 917">Sweeping and mopping the breakfast area floor after service.</p> <p data-bbox="698 959 1025 987">Cleaning crockery and cutlery.</p> <p data-bbox="698 1029 1169 1058">Ensuring customer satisfaction all the time.</p> <p data-bbox="698 1099 1281 1128">Performing other duties if requested by the Manager.</p>

Job Code	Job Title	Responsibilities
12007	Cafe Manager	<p>Maintain working schedules on a day to day basis</p> <p>Recruit junior staff and train them according to the company policies</p> <p>Brief employees about rules of the cafe</p> <p>Ensure that the machines such as coffee machine or tea machine are working fine</p> <p>Make sure the cleaning is done before the daily operations start</p> <p>Keep a record of monthly expenses and revenues</p> <p>Coordinate with suppliers for the stock of raw materials</p> <p>Maintain healthy relationship with customers</p> <p>Coordinate with the staff according to different shifts and confirm the availability</p> <p>Plan different deals and discounts to attract potential customers</p> <p>Maintain the standard and quality of the services provided</p> <p>Coordinate with the baker and chef to plan out a new menu</p> <p>Ensure that the needs of the customers are fulfilled</p> <p>Manage the billing procedures</p>

Job Code	Job Title	Responsibilities
12008	Cake Decorator	<p data-bbox="696 188 1238 215">Designing and decorating cakes in different styles</p> <p data-bbox="696 260 1061 287">Supervising other team members</p> <p data-bbox="696 331 1285 359">Maintaining cleanliness of the workstation at all times</p> <p data-bbox="696 403 1503 430">Fulfilling customer requests and special orders like wedding cakes on time</p> <p data-bbox="696 475 1308 502">Determining cake prices as per the design requirements</p> <p data-bbox="696 547 1312 574">Suggesting suitable cake designs and decoration options</p> <p data-bbox="696 619 1420 646">Maintaining an inventory of cake decorating items and ingredients</p> <p data-bbox="696 691 1413 718">Assisting the Pastry Cook with pastry decorations and cake fillings</p> <p data-bbox="696 762 1167 790">Abiding by the health and safety standards</p> <p data-bbox="696 834 1173 861">Ensuring artistic and appealing cake designs</p> <p data-bbox="696 906 1099 933">Undertaking customized cake orders</p> <p data-bbox="696 978 1509 1005">Checking the shelf life of cake decoration products, colors, and accessories</p> <p data-bbox="696 1050 1585 1077">Using decorating and modeling techniques and tools for creating intricate designs</p> <p data-bbox="696 1121 1541 1149">Checking and placing decoration product reorders with suppliers and vendors</p>

Job Code	Job Title	Responsibilities
12009	Caterer	<p data-bbox="696 188 1608 215">Communicating with clients to understand their food requirements and event dates</p> <p data-bbox="696 260 1211 287">Submitting tenders to obtain catering contracts</p> <p data-bbox="696 331 1263 359">Preparing and updating food menu on a timely basis</p> <p data-bbox="696 403 1115 430">Placing orders for the food ingredients</p> <p data-bbox="696 475 1173 502">Displaying a buffet of food at various events</p> <p data-bbox="696 547 1205 574">Arranging for waiters to serve guests at events</p> <p data-bbox="696 619 1294 646">Transporting prepared food to and from various events</p> <p data-bbox="696 691 1621 718">Ensuring adhering to the food and health standards when preparing and serving food</p> <p data-bbox="696 762 1099 790">Checking that the food remains fresh</p> <p data-bbox="696 834 1839 861">Resolving customer queries if any and bringing the serious ones to the attention of the Catering Manager</p> <p data-bbox="696 906 1312 933">Preparing invoices and maintaining a receipt of the same</p> <p data-bbox="696 978 1059 1005">Delivering food at events on time</p> <p data-bbox="696 1050 1160 1077">Overseeing the preparation of menu items</p>

Job Code	Job Title	Responsibilities
12010	Catering Manager	<p data-bbox="696 188 1585 215">Meeting the catering teams on day to day basis regarding new orders and events.</p> <p data-bbox="696 260 1720 287">Planning the menu with the chef and making sure all the food is delivered to the venue safely.</p> <p data-bbox="696 331 1397 359">Taking care of the decorations and the presentation of the food.</p> <p data-bbox="696 403 1576 430">Discussing the prices, menus, and decorations with the clients on a regular basis.</p> <p data-bbox="696 475 1541 502">Providing a positive and friendly environment for the guests and staff as well.</p> <p data-bbox="696 547 1352 574">Maintaining the quality standard of the food and beverages.</p> <p data-bbox="696 619 1379 646">Hiring new staff for the event and training them appropriately.</p> <p data-bbox="696 691 1352 718">Ensuring health and safety regulations are strictly observed.</p> <p data-bbox="696 762 1818 790">Providing catering service operations within business, institutions, and industry for long working hours.</p> <p data-bbox="696 834 1666 861">Working with the catering department on the operation and execution of various events.</p> <p data-bbox="696 906 1473 933">Managing catering staff for the successful execution of catering events.</p> <p data-bbox="696 978 1787 1005">Creating a marketing plan to promote catering operations within business industries or hotel chains.</p>

Job Code	Job Title	Responsibilities
12011	Chauffeur	<p data-bbox="696 188 1144 215">Transporting clients to their destinations</p> <p data-bbox="696 260 1514 287">Ensuring the vehicle is in good condition and the fuel tank adequately filled</p> <p data-bbox="696 331 1285 359">Helping clients in loading and unloading their baggage</p> <p data-bbox="696 403 1559 430">Offering assistance to clients in finding nearby lodges, hotels, and guest houses</p> <p data-bbox="696 475 1738 502">Liaising with clients to understand their needs and providing them with appropriate suggestions</p> <p data-bbox="696 547 1563 574">Opening/closing the door and greeting clients in a polite and courteous manner</p> <p data-bbox="696 619 1361 646">Adjusting seats and AC temperature to suit the clients' needs</p> <p data-bbox="696 691 1205 718">Using navigation tools to find the fastest route</p> <p data-bbox="696 762 1261 790">Checking traffic updates before starting the journey</p> <p data-bbox="696 834 1352 861">Running errands and collecting parcels on the client's behalf</p> <p data-bbox="696 906 1272 933">Abiding by the road safety standards and traffic rules</p> <p data-bbox="696 978 1312 1005">Paying toll taxes when commuting via national highways</p> <p data-bbox="696 1050 1330 1077">Regularly cleaning the car interiors and fixing minor issues</p> <p data-bbox="696 1121 1326 1149">Booking appointments for timely car servicing and repairs</p>

Job Code	Job Title	Responsibilities
12012	Chef	<p data-bbox="696 186 1458 215">Ensure that the food preparations are up to our restaurant standards.</p> <p data-bbox="696 256 1951 285">Train and motivate kitchen staff and sous chefs in such a way that the outcome is remarkable on a consistent basis.</p> <p data-bbox="696 327 1285 355">Plan the menu and prepare meals on day to day basis.</p> <p data-bbox="696 397 1671 426">Identify the flaws and correcting them and making sure that the taste remains consistent.</p> <p data-bbox="696 467 1709 496">Monitor the performance and provide the necessary mentoring on the basis of performance.</p> <p data-bbox="696 537 1592 566">Help in budgeting and cost of the meals according to the preference of customers.</p> <p data-bbox="696 608 1615 636">Create production and staff schedules to ensure the timely delivery of food services.</p> <p data-bbox="696 678 1043 707">Maintain food safety standards.</p> <p data-bbox="696 748 1520 777">Ensure that all the equipment and cutlery are washed and kept accordingly.</p> <p data-bbox="696 818 1395 847">Ensure that the kitchen is following proper sanitation standards.</p> <p data-bbox="696 888 1249 917">Modify the recipes as per the customer's requests.</p> <p data-bbox="696 959 1973 987">Assign tasks to staff members related to food preparation, cooking and serving food to the diners in a timely manner.</p>

Job Code	Job Title	Responsibilities
12013	Cook	<p>Keep workstations and the cooking space clean.</p> <p>Train the junior staff accordingly.</p> <p>Add new and delicious food items to the menu.</p> <p>Ensure all the ingredients are fresh and timely available.</p> <p>Maintain the quality and standard of the meals.</p> <p>Prepare ingredients and other types of equipment.</p> <p>Chop and cut vegetables before actually preparing the meal</p> <p>Make sure the presentation of the dish being served is good.</p> <p>Store the ingredients in a proper hygienic way</p> <p>Ensure the utensils and cutlery are properly sanitized before use.</p> <p>Prepare the dishes according to the customer's requirements.</p>

Job Code	Job Title	Responsibilities
12014	Dishwasher	<p data-bbox="696 188 1682 215">Assemble used kitchenware (e.g. utensils, dishes, plates) from the dining and kitchen area.</p> <p data-bbox="696 260 1397 287">Unload and load the dishwasher with the utensils to be cleaned.</p> <p data-bbox="696 331 1615 359">Wash particular delicate items by hand like china dishes, cutting boards, mixers, etc.</p> <p data-bbox="696 403 1464 430">Organize washed kitchenware and kitchen appliances in a proper way.</p> <p data-bbox="696 475 1404 502">Clean dishes manually and in dishwashers as and when required.</p> <p data-bbox="696 547 1272 574">Clean the kitchen area like slabs, floor, etc. regularly.</p> <p data-bbox="696 619 1420 646">Clean and set up the cook station before meal preparation begins.</p> <p data-bbox="696 691 1520 718">Ensure that the food and condiments storage areas are thoroughly cleaned.</p> <p data-bbox="696 762 1547 790">Restock dining area with enough clean utensils particularly during peak hours.</p> <p data-bbox="696 834 2085 861">Manage the stock of cleaning supplies like dishwashing soaps, detergents, etc. Place orders of washing supplies when required.</p> <p data-bbox="696 906 1229 933">Check the operation of the dishwasher regularly.</p> <p data-bbox="696 978 1507 1005">Report any performance or technical issue in the dishwasher immediately.</p> <p data-bbox="696 1050 1070 1077">Report sanitation issues promptly.</p> <p data-bbox="696 1121 1234 1149">Assist your team with different tasks as assigned.</p>

Job Code	Job Title	Responsibilities
12015	Event Coordinator	<p data-bbox="698 186 1234 213">Meet clients for event details and plan the event.</p> <p data-bbox="698 256 1671 284">Understand the needs of customers and chalk out a plan according to the client's budget.</p> <p data-bbox="698 327 1597 354">Send out the invitations, manage the list of invitees and follow up about the same.</p> <p data-bbox="698 397 1704 424">Shortlist the food menu and beverages according to the customer's preferences and budget.</p> <p data-bbox="698 467 1538 494">Manage the staff for the event and collaborate with them for timely updates.</p> <p data-bbox="698 537 1435 564">Make quick decisions on the basis of the requirements of the event.</p> <p data-bbox="698 608 1794 635">Maintain a good professional relationship with the vendors and ensure the vendors are paid on time.</p> <p data-bbox="698 678 1339 705">Manage all the inventory items and keep accurate records.</p>

Job Code	Job Title	Responsibilities
12016	Event Host	<p data-bbox="698 186 1263 215">Welcoming and escorting guests to the event venue</p> <p data-bbox="698 260 1346 288">Accommodating guests requests politely and professionally</p> <p data-bbox="698 333 1588 362">Coordinating with different departments for the smooth running of special events</p> <p data-bbox="698 406 1205 435">Preparing and managing seating arrangements</p> <p data-bbox="698 480 1144 509">Ensuring timely venue setup and clearing</p> <p data-bbox="698 553 1016 582">Keeping track of reservations</p> <p data-bbox="698 627 1189 655">Addressing customer queries and complaints</p> <p data-bbox="698 700 1637 729">Managing and communicating guests' needs and requirements to the concerned team</p> <p data-bbox="698 774 1240 802">Ensuring all safety procedures have been adhered</p> <p data-bbox="698 847 1292 876">Coordinating with vendors, suppliers, and kitchen staff</p> <p data-bbox="698 920 916 949">Monitoring waitlists</p> <p data-bbox="698 994 1294 1023">Assisting in finalizing the menu and the day's programs</p> <p data-bbox="698 1067 1514 1096">Communicating with the Event Coordinator and Event Manager at all times</p> <p data-bbox="698 1141 1317 1169">Maintaining an approachable and presentable demeanor</p>

Job Code	Job Title	Responsibilities
12017	Event Manager	<p data-bbox="698 186 1308 215">Plan and execute events as per the goals and objectives.</p> <p data-bbox="698 256 1379 285">Provide recommendations to enhance the success of an event.</p> <p data-bbox="698 327 1077 355">Ensure adherence to budget plans.</p> <p data-bbox="698 397 1137 426">Source and negotiate with the suppliers.</p> <p data-bbox="698 467 1211 496">Arrange and organize all the tasks of the event.</p> <p data-bbox="698 537 1227 566">Lead special promotional activities for the event.</p> <p data-bbox="698 608 1525 636">Manage and supervise all staff including facilitators, designers, caterers, etc.</p> <p data-bbox="698 678 1274 707">Grant approval to all arrangements before the event.</p> <p data-bbox="698 748 1406 777">Provide a guarantee for the smooth completion day of the event.</p> <p data-bbox="698 818 1543 847">Coordinate with others such as contractors and caterers to arrange the event.</p> <p data-bbox="698 888 1576 917">Prepare a report of the issues and determine possible measures to resolve them.</p> <p data-bbox="698 959 1223 987">Prepare detailed reports about the entire event.</p>

Job Code	Job Title	Responsibilities
12018	Event Planner	<p data-bbox="698 186 1352 215">Budgeting, costing and estimating the total cost of an event.</p> <p data-bbox="698 256 1608 285">Communicating with clients for event coordination according to their requirements.</p> <p data-bbox="698 327 1167 355">Recruiting and training the staff if required.</p> <p data-bbox="698 397 1538 426">Managing all the vendors such as florists, caterers and cleaning professionals.</p> <p data-bbox="698 467 1599 496">Running smoothly with the event planning staff during trade shows and exhibitions</p> <p data-bbox="698 537 1487 566">Planning menus and giveaways according to the budget of the customer.</p> <p data-bbox="698 608 1211 636">Maintaining good relations with the customers.</p> <p data-bbox="698 678 1603 707">Collecting payments and pay bills in a timely manner to avoid any mismanagement.</p> <p data-bbox="698 748 1171 777">Ensuring customer satisfaction as a priority.</p> <p data-bbox="698 818 1485 847">Maintaining a post-event report and presenting it as and when required.</p> <p data-bbox="698 888 1534 917">Preparing a summary of an event to be used as a reference for future events.</p>

Job Code	Job Title	Responsibilities
12019	Event Specialist	<p data-bbox="698 186 1420 215">Managing and organizing promotional events for the organization.</p> <p data-bbox="698 256 1144 285">Executing creative themes and concepts.</p> <p data-bbox="698 327 1317 355">Planning and coordinating the event as per the schedule.</p> <p data-bbox="698 397 976 426">Operating display setups.</p> <p data-bbox="698 467 1055 496">Selecting a venue for the events.</p> <p data-bbox="698 537 1077 566">Managing event budget efficiently.</p> <p data-bbox="698 608 1144 636">Arranging security as and when required.</p> <p data-bbox="698 678 1171 707">Processing incoming and outgoing invoices.</p> <p data-bbox="698 748 1061 777">Maintaining proper cash register.</p> <p data-bbox="698 818 1209 847">Interacting with prospective clients effectively.</p> <p data-bbox="698 888 1245 917">Arranging food and beverages at the event venue.</p> <p data-bbox="698 959 1655 987">Maintaining stock levels for various event necessities and restock as and when required.</p>

Job Code	Job Title	Responsibilities
12020	Fast Food Cashier	<p data-bbox="696 186 1294 215">Welcoming and greeting customers with a smiling face</p> <p data-bbox="696 256 1379 285">Assisting customers in determining their food and drink orders</p> <p data-bbox="696 327 1368 355">Maintaining an accurate record of daily food and drink orders</p> <p data-bbox="696 397 1211 426">Processing customer orders in a timely manner</p> <p data-bbox="696 467 1178 496">Instructing kitchen staff on customer orders</p> <p data-bbox="696 537 1290 566">Ensuring all orders are delivered on time and correctly</p> <p data-bbox="696 608 1133 636">Accepting cash, UPI, and card payments</p> <p data-bbox="696 678 1323 707">Handing over a copy of the bills and returning the change</p> <p data-bbox="696 748 1256 777">Calculating the day's income at the end of the shift</p> <p data-bbox="696 818 1200 847">Packing food orders in correct bags and boxes</p> <p data-bbox="696 888 1256 917">Addressing and resolving customer queries on time</p> <p data-bbox="696 959 1319 987">Cleaning and arranging kitchen space whenever required</p> <p data-bbox="696 1029 1435 1058">Keeping the Restaurant Manager informed about any serious issues</p>

Job Code	Job Title	Responsibilities
12021	Floral Designer	<p data-bbox="698 186 1272 215">Ordering flowers, plants, and other greenery for use.</p> <p data-bbox="698 256 1594 285">Attending meetings with the customers and knowing their preferences if required.</p> <p data-bbox="698 327 1464 355">Taking orders for various occasions and events via phone or in-person.</p> <p data-bbox="698 397 1317 426">Explaining to the customer about the flowers and scents.</p> <p data-bbox="698 467 1438 496">Creating beautiful and stunning bouquets and flower arrangements.</p> <p data-bbox="698 537 1214 566">Cleaning and watering the flowers and foliages.</p> <p data-bbox="698 608 1420 636">Handling in-store customers, along with the other team members.</p> <p data-bbox="698 678 1854 707">Noting down all the required details for delivery of floral arrangements such as delivery date, location, etc.</p> <p data-bbox="698 748 1581 777">Maintaining inventory levels of floral accessories and restocking them as needed.</p> <p data-bbox="698 818 1778 847">Maintaining a healthy relationship with vendors, wholesalers, Wedding Planner, and Event Planner.</p> <p data-bbox="698 888 1258 917">Negotiating prices with wholesalers for bulk orders.</p> <p data-bbox="698 959 1738 987">Preparing and maintaining records of floral deliveries, special orders, and payment information.</p> <p data-bbox="698 1029 1196 1058">Keeping the flower shop clean and organized.</p> <p data-bbox="698 1099 1339 1128">Attending floral workshops and participating in exhibitions.</p>

Job Code	Job Title	Responsibilities
12022	Florist	<p data-bbox="696 188 1375 215">Assisting customers in ordering flowers via phone or in-person</p> <p data-bbox="696 260 1608 287">Offering customers suggestions on color schemes, flower arrangements, and design</p> <p data-bbox="696 331 1294 359">Delivering flowers on time or arranging for alternatives</p> <p data-bbox="696 403 1487 430">Cleaning, cutting, and watering flowers and foliage to maintain longevity</p> <p data-bbox="696 475 1832 502">Making traditional birthday flowers, wedding decorations and wreaths to be presented in funeral homes</p> <p data-bbox="696 547 1272 574">Maintaining an inventory of flowers, plants, and gifts</p> <p data-bbox="696 619 1720 646">Purchasing freshest flowers and other decorative supplies from wholesalers and local vendors</p> <p data-bbox="696 691 1648 718">Maintaining the proper condition of decorative tools like wires, shapers, pins, and foam</p> <p data-bbox="696 762 1854 790">Fulfilling last-minute gift requests for wedding proposals or sending sympathy flowers for a grieving family</p> <p data-bbox="696 834 1279 861">Ensuring proper packing of bouquets and other items</p> <p data-bbox="696 906 1352 933">Maintaining an accurate financial record of customer orders</p> <p data-bbox="696 978 1348 1005">Regularly changing window displays and in-store collections</p> <p data-bbox="696 1050 1570 1077">Providing sound expertise to customers about flower handling and maintenance</p> <p data-bbox="696 1121 1310 1149">Supervising the decoration of event venues and vehicles</p>

Job Code	Job Title	Responsibilities
12023	Food and Beverage Manager	<p data-bbox="696 186 1048 213">Recruit and train the junior staff</p> <p data-bbox="696 260 1234 287">Provide excellent customer services to our clients</p> <p data-bbox="696 333 1375 360">Maintain the inventory and stock ledgers on a day to day basis</p> <p data-bbox="696 406 1050 434">Record all the expenses and bills</p> <p data-bbox="696 480 1554 507">Ensure the restaurant is well stocked with alcoholic beverages and other drinks</p> <p data-bbox="696 553 1223 580">Ensure the customer's requirements are fulfilled</p> <p data-bbox="696 627 1834 654">Maintain healthy relationships with the suppliers and negotiate on the pricing of the items to be ordered</p> <p data-bbox="696 700 1323 727">Ensure the quality and standard of the food is maintained</p> <p data-bbox="696 774 1330 801">Respond to customer complaints in a professional manner</p> <p data-bbox="696 847 1144 874">Keep record of the orders and shipments</p> <p data-bbox="696 920 1695 948">Help the guests and clients to decide what to order according to their taste and preferences</p> <p data-bbox="696 994 1149 1021">Make reports on weekly or monthly basis</p> <p data-bbox="696 1067 1375 1094">Maintain hygiene standards and follow best cleaning practices</p>

Job Code	Job Title	Responsibilities
12024	Grill Cook	<p>Preparing ingredients and chopping vegetables required for the dish</p> <p>Cutting and seasoning meat before preparation</p> <p>Grilling meat and vegetables at the right temperature and to suit the customer's taste</p> <p>Checking that the ingredients are safe and consumable</p> <p>Discarding ingredients that have expired and those that are nearing expiry time</p> <p>Ensuring that the dish is served on time and in a presentable manner</p> <p>Monitoring and reordering inventory supplies</p> <p>Regulating the grill temperature to slow cook the meat</p> <p>Cleaning the work station before and after food preparation</p> <p>Training and supervising new grill cooks</p> <p>Maintaining hygiene and safety standards at all times</p> <p>Managing multiple food orders at once</p> <p>Labeling and storing all food items properly and at the right temperature</p> <p>Tasting the dish before serving</p>

Job Code	Job Title	Responsibilities
12025	Guest Relations Manager	<p data-bbox="696 188 1301 215">Communicate with the guests and their respective PRs.</p> <p data-bbox="696 260 1585 287">Handle the queries of the guests related to any procedure of the hotel efficiently.</p> <p data-bbox="696 331 1980 391">Manage the services for the guests such as valets, check-out procedures, luggage handling, pick and drop services, etc efficiently.</p> <p data-bbox="696 435 1480 462">Ensure the Front Desk office staff is available all the time for assistance.</p> <p data-bbox="696 507 1666 534">Supervise and coordinate the arrival and departures of the special guests and VIP guests.</p> <p data-bbox="696 579 1630 606">Manage the messages and emails for the guests and ensure they are delivered safely.</p> <p data-bbox="696 651 1505 678">Handle guest's complaints and issues and negotiate with them effectively.</p> <p data-bbox="696 722 1234 750">Ensure guest satisfaction via outstanding service.</p> <p data-bbox="696 794 1240 821">Train and manage guest relations team members.</p> <p data-bbox="696 866 1375 893">Stay updated with the latest trends in the hospitality industry.</p>

Job Code	Job Title	Responsibilities
12026	Guest Relations Officer	<p data-bbox="696 188 1256 215">Welcome guests to our hotel with a pleasing smile.</p> <p data-bbox="696 260 1043 287">Review arrival lists and records.</p> <p data-bbox="696 331 1128 359">Receive and take care of special guests.</p> <p data-bbox="696 403 1223 430">Answer the inquiries of clients on a timely basis.</p> <p data-bbox="696 475 1520 502">Assist the other staff members in preparing welcome folders for the guests.</p> <p data-bbox="696 547 1550 574">Give the required information about different areas of our hotel to the guests.</p> <p data-bbox="696 619 1178 646">Promote the services provided by our hotel.</p> <p data-bbox="696 691 1823 718">Foresee the needs of clients and ensure clients are satisfied with our service while residing at our hotel.</p> <p data-bbox="696 762 1191 790">Build a long term association with the clients.</p> <p data-bbox="696 834 1550 861">Help clients with various tasks like arranging transport, providing supplies, etc.</p> <p data-bbox="696 906 1635 933">Address grievances issues and inform Guest Relations Manager as and when required.</p> <p data-bbox="696 978 1565 1005">Record all necessary data and information in the designated registers everyday.</p> <p data-bbox="696 1050 1229 1077">Comply with health and safety standards (OSHS).</p>

Job Code	Job Title	Responsibilities
12027	Guest Service Representative	<p>Offering front desk assistance to clients</p> <p>Handling guest requests and reservations</p> <p>Managing administrative tasks like processing payments, cash handling and delivering any mails</p> <p>Welcoming guests on arrival and providing complete assistance during their stay</p> <p>Resolving any conflicts or tensions</p> <p>Monitoring check-ins and check-outs</p> <p>Preparing stay confirmation letters, cancellations or any alterations</p> <p>Verifying guest details upon arrival and allocating guest rooms</p> <p>Coordinating with the other staff members and departments to ensure customer satisfaction</p> <p>Communicating with the Customer Service Representatives about any promotional offers</p> <p>Assisting in pre-registration activities or extended stay requests</p> <p>Providing information on transport, restaurant facilities and sightseeing locations to guests</p> <p>Coordinating with the Guest Relations Manager and Guest Relations Officer for day-to-day operations</p> <p>Processing any special requests</p>

Job Code	Job Title	Responsibilities
12028	Head Chef	<p>Monitor and direct overall process of food preparation</p> <p>Modify menus time to time with new food recipes to offer the latest variety of products and high quality servings</p> <p>Approve the prepared dishes before they are served to the customers</p> <p>Keep up to the inventory and order any ingredients or equipment as and when required</p> <p>Offer a quick solution or remedy if any problem arises</p> <p>Stand by backup plan in case of heavy customer in-flow</p> <p>Hire and train the kitchen staff</p> <p>Supervise the work of juniors</p> <p>Evaluate staff's workload and reparations</p> <p>Keep proceedings of payroll and attendance</p> <p>Fulfill with nutrition and hygiene guidelines and safety criteria</p> <p>Keep up the environment of support and respect between co-workers</p>

Job Code	Job Title	Responsibilities
12029	Hospitality Manager	<p data-bbox="696 188 1518 215">Handle the day to day operations by coordinating with all the departments.</p> <p data-bbox="696 260 1350 287">Recruit new staff and train them according to hotel policies.</p> <p data-bbox="696 331 1290 359">Maintain excellent customer relations with the guests.</p> <p data-bbox="696 403 1413 430">Ensure that customer satisfaction is always a priority for the staff.</p> <p data-bbox="696 475 1823 502">Determine the quality of the services provided by the hotel and ensure that the standard is maintained.</p> <p data-bbox="696 547 1671 574">Determine the quantity and quality of supplies delivered to the hotel for daily operations.</p> <p data-bbox="696 619 1731 646">Evaluate the staff along with the Hotel Manager on the basis of performance and participation.</p> <p data-bbox="696 691 1503 718">Make financial reports on the basis of operational activities and expenses.</p> <p data-bbox="696 762 1608 790">Handle customer complaints patiently and professionally and resolve them on time.</p> <p data-bbox="696 834 1554 861">Determine the future goals for the hotel and ensure that they will be achieved.</p> <p data-bbox="696 906 1424 933">Lead your team as a leader and take ownership of all the activities.</p> <p data-bbox="696 978 1487 1005">Improve guest satisfaction by providing extraordinary customer services.</p>

Job Code	Job Title	Responsibilities
12030	Host or Hostess	<p data-bbox="696 188 1084 215">Welcome visitors to the sitting area</p> <p data-bbox="696 260 1339 287">Provide precise interval times and monitor the waiting lists</p> <p data-bbox="696 331 1234 359">Answer the phones and manage the reservations</p> <p data-bbox="696 403 1700 430">Escort clients to allocated dining or bar areas and provide them a pleasing dining experience</p> <p data-bbox="696 475 1189 502">Offer menus and allot them Waiter/Waitress</p> <p data-bbox="696 547 1274 574">Keep a track of which tables have placed their orders</p> <p data-bbox="696 619 1361 646">Synchronize with interval staff about existing seating options</p> <p data-bbox="696 691 1556 718">Keep the reception area clean. Coordinate with the janitorial staff for the same</p> <p data-bbox="696 762 1384 790">Provide extra attention to guests like children or senior citizens</p> <p data-bbox="696 834 1229 861">Answer inbound calls and address clients queries</p> <p data-bbox="696 906 1021 933">Support wait staff as required</p>

Job Code	Job Title	Responsibilities
12031	Hotel Front Desk Agent	<p data-bbox="696 186 1576 215">Manage room reservations either on-call or assign rooms at the time of check-in.</p> <p data-bbox="696 260 1263 288">Do a background check on the customer credit card.</p> <p data-bbox="696 333 1182 362">Provide necessary information to the guests.</p> <p data-bbox="696 406 1115 435">Respond to customer queries on time.</p> <p data-bbox="696 480 1144 509">Maintain and register the guest's details.</p> <p data-bbox="696 553 2024 582">Coordinate with the housekeeping staff to ensure the rooms are cleaned and maintained according to guest requirements</p> <p data-bbox="696 627 1189 655">Brief the guests about our additional services</p> <p data-bbox="696 700 1435 729">Provide help to the guests related to car bookings or ticket bookings</p>

Job Code	Job Title	Responsibilities
12032	Hotel HR Manager	<p data-bbox="696 188 1715 215">Hire new staff as per the hotel requirement to ensure smooth functioning of hotel operations</p> <p data-bbox="696 260 1249 287">Train the staff according to hotel policies and rules</p> <p data-bbox="696 331 1301 359">Maintain employee payroll and keep record of bonuses</p> <p data-bbox="696 403 1563 430">Evaluate the performance of employees and conduct desired training programs</p> <p data-bbox="696 475 1144 502">Keep record of the employee attendance</p> <p data-bbox="696 547 1061 574">Maintain and update staff details</p> <p data-bbox="696 619 1263 646">Ensure that staff is following hotel policies and rules</p> <p data-bbox="696 691 1682 718">Discuss about compensation and benefits for the employees with the higher management</p> <p data-bbox="696 762 1408 790">Resolve job related issues and queries of staff on day to day basis</p> <p data-bbox="696 834 1550 861">Plan rewards and benefits on the basis of performance to motivate employees</p> <p data-bbox="696 906 1323 933">Designate office handling and other petty tasks to juniors</p> <p data-bbox="696 978 1361 1005">Plan out appraisals and performance management strategies</p> <p data-bbox="696 1050 1296 1077">Maintain and promote a positive working environment</p>

Job Code	Job Title	Responsibilities
12033	Hotel Maintenance Manager	<p data-bbox="696 186 1890 215">Look after the maintenance of the hotel building and ensure that it contributes to a better hotel environment</p> <p data-bbox="696 256 1599 285">Inspect all the emergency tools on a regular basis and ensure they are working fine</p> <p data-bbox="696 327 1440 355">Train the staff to act in emergency situations as and when they arise</p> <p data-bbox="696 397 1505 426">Spot the areas of improvement and take measures to improve those areas</p> <p data-bbox="696 467 2063 496">Plan the renovations in such a way that it does not affect the hotel operations and does not cause any problems to the guests</p> <p data-bbox="696 537 1431 566">Troubleshoot the issues and act on the complaints on a timely basis</p> <p data-bbox="696 608 1236 636">Designate task to the other members of the team</p> <p data-bbox="696 678 1413 707">Ensure all the technicians and janitors are doing their job properly</p> <p data-bbox="696 748 1518 777">Prepare the necessary reports and ensure that the budget is being followed</p>

Job Code	Job Title	Responsibilities
12034	Hotel Manager	<p data-bbox="696 188 1227 215">Hire and train the staff for their respective roles.</p> <p data-bbox="696 260 1413 287">Respond to the day to day queries and issues of guests effectively</p> <p data-bbox="696 331 1576 359">Ensure that the stay of customers is memorable and provide the best of services.</p> <p data-bbox="696 403 1599 430">Implement policies and procedures to ensure the hotel facilities operate smoothly.</p> <p data-bbox="696 475 1854 502">Keep a check on the check-in and check-out of the customers and ensure hotel operations work smoothly.</p> <p data-bbox="696 547 1599 574">Meet the client to plan special events such as birthdays, weddings, receptions, etc.</p> <p data-bbox="696 619 1532 646">Coordinate with hotel staff and brief them about the customer's satisfaction.</p> <p data-bbox="696 691 1218 718">Administer all the facilities offered by the hotel.</p> <p data-bbox="696 762 1137 790">Manage the inventory and room service.</p> <p data-bbox="696 834 1330 861">Resolve the staff problems according to hotel regulations.</p> <p data-bbox="696 906 1151 933">Manage budget and control expenditure.</p> <p data-bbox="696 978 1599 1005">Maintain proper paperwork and documentation of concern department functions.</p> <p data-bbox="696 1050 1285 1077">Prepare and present reports to the general manager.</p>

Job Code	Job Title	Responsibilities
12035	Housekeeper	<p data-bbox="696 186 1429 215">Cleaning equipment, mopping the floor and polishing the furniture.</p> <p data-bbox="696 256 1610 285">Changing the bed linen and other necessary supplies such as towels, shampoos, etc.</p> <p data-bbox="696 327 1400 355">Dusting and sweeping the chandeliers and other furniture items.</p> <p data-bbox="696 397 1308 426">Restocking the consumables according to requirements.</p> <p data-bbox="696 467 1413 496">Maintaining, cleaning and sanitizing the environment in the hotel.</p> <p data-bbox="696 537 1697 566">Ensuring that the laundry is done properly and handed over to the respective guest on time.</p> <p data-bbox="696 608 1254 636">Ensuring that the cleaning agents are stored safely.</p> <p data-bbox="696 678 1326 707">Handling customer complaints and queries professionally.</p> <p data-bbox="696 748 1205 777">Providing good customer service to the guests.</p> <p data-bbox="696 818 2024 847">Determining the inventory of cleaning agents and supplies and making sure they are delivered before getting out of stock.</p>

Job Code	Job Title	Responsibilities
12036	Housekeeping Supervisor	<p data-bbox="698 186 1312 215">Hire and train the junior staff according to hotel policies.</p> <p data-bbox="698 256 1326 285">Make sure the rooms and stairways are regularly cleaned.</p> <p data-bbox="698 327 1128 355">Ensure high-level customer satisfaction.</p> <p data-bbox="698 397 1294 426">Monitor the performance of junior housekeeping staff.</p> <p data-bbox="698 467 1384 496">Respond to customer complaints and queries on a timely basis.</p> <p data-bbox="698 537 1438 566">Keep a record of the cleaning products and restock when necessary.</p> <p data-bbox="698 608 1263 636">Manage the staff according to shifts and availability.</p> <p data-bbox="698 678 1321 707">Evaluate housekeeping staff on the basis of performance.</p> <p data-bbox="698 748 1218 777">Ensure all the rules are being followed properly.</p>

Job Code	Job Title	Responsibilities
12037	Kitchen Manager	<p>Overseeing and managing the kitchen team as per their capabilities.</p> <p>Preparing work schedules for the team.</p> <p>Supervising the food preparation and its process.</p> <p>Checking the inventory levels and restocking them on time.</p> <p>Ensuring that the kitchen is clean and tidy at all times.</p> <p>Maintaining proper plating arrangement for serving food.</p> <p>Making sure that the client is fully satisfied with the food.</p> <p>Working closely with the Chefs, Cooks, Sous Chefs, and other team members.</p> <p>Adhering to all the hygiene standards.</p> <p>Assisting in the hiring process if required.</p> <p>Training the new employees as per the designation.</p> <p>Storing food items in a standard and hygienic manner.</p> <p>Preparing monthly cost reports and presenting them to the higher management</p>

Job Code	Job Title	Responsibilities
12038	Laundry Attendant	<p data-bbox="698 186 1429 215">Wash, clean, dry, and fold numerous hotel linen and laundry items.</p> <p data-bbox="698 256 1294 285">Sort the laundry items according to material and color.</p> <p data-bbox="698 327 1368 355">Arrange clothes in the laundry room as per the specifications.</p> <p data-bbox="698 397 1200 426">Wrap the laundry items for pickup or delivery.</p> <p data-bbox="698 467 1267 496">Update the laundry list and record it on a daily basis.</p> <p data-bbox="698 537 1151 566">Maintain cleanliness in the laundry room.</p> <p data-bbox="698 608 1632 636">Assist fellow laundry attendants in loading and unloading laundry washers and dryers.</p> <p data-bbox="698 678 2011 748">Maintain inventory level which includes detergents, sewing machines, detergent cakes, and others. Keep it updated on a regular basis.</p> <p data-bbox="698 790 1339 818">Respond to customer complaints in a professional manner.</p> <p data-bbox="698 860 1240 888">Provide various other laundry services if required.</p>

Job Code	Job Title	Responsibilities
12039	Maid	<p data-bbox="696 188 1368 215">Clean all areas of our facilities as per the cleanliness standard.</p> <p data-bbox="696 260 1727 287">Keep a record of the tasks you carry out in a day. Note down which rooms have been serviced.</p> <p data-bbox="696 331 1099 359">Sweep and mop the floors every day.</p> <p data-bbox="696 403 1420 430">Replace the soiled materials immediately and send it for the wash.</p> <p data-bbox="696 475 1178 502">Dispose of the waste bins on a regular basis.</p> <p data-bbox="696 547 1350 574">Keep the office equipment in clean and in orderly condition.</p> <p data-bbox="696 619 1227 646">Handle guest requests and complaints promptly.</p> <p data-bbox="696 691 1727 718">Report any deficiencies or security issues immediately. Inform the management when needed.</p> <p data-bbox="696 762 1592 790">Check and manage the stock of all supplies (e.g. cleaners, detergents, sheets, etc).</p> <p data-bbox="696 834 1666 861">Coordinate with the Accounts and Billing Team for the supplies when the stock gets over.</p> <p data-bbox="696 906 1917 933">Ensure compliance with health and safety regulations (OSHA) and act in accordance with organizational policies.</p> <p data-bbox="696 978 1323 1005">Provide excellent customer service experience for clients.</p>

Job Code	Job Title	Responsibilities
12040	Pantry Cook	<p data-bbox="696 188 1496 215">Coordinating with the Executive Chef/ Pastry Chef about daily operations</p> <p data-bbox="696 260 1189 287">Offering suggestions for new menu additions</p> <p data-bbox="696 331 1281 359">Baking, designing and decorating confectionery items</p> <p data-bbox="696 403 1200 430">Renewing pastry menu on customer feedback</p> <p data-bbox="696 475 1171 502">Maintaining stock of the baking ingredients</p> <p data-bbox="696 547 1641 574">Coordinating with team members to fulfill special requests, events and function orders</p> <p data-bbox="696 619 987 646">Designing seasonal menus</p> <p data-bbox="696 691 1084 718">Checking daily production schedule</p> <p data-bbox="696 762 981 790">Assisting in quality checks</p> <p data-bbox="696 834 1182 861">Maintaining and ordering inventory supplies</p> <p data-bbox="696 906 1265 933">Ensuring all baking equipments are in working order</p> <p data-bbox="696 978 1167 1005">Overseeing and motivating team members</p> <p data-bbox="696 1050 1106 1077">Assisting in preparing work schedules</p> <p data-bbox="696 1121 1167 1149">Maintaining hygiene and sanitization levels</p>

Job Code	Job Title	Responsibilities
12041	Party Planner	<p data-bbox="696 185 1397 220">Meeting the client and discussing their needs and requirements.</p> <p data-bbox="696 256 1852 292">Noting the event specifications, including theme, food, guest count, and other events related information.</p> <p data-bbox="696 328 1285 363">Setting the event budget as outlined in the discussion.</p> <p data-bbox="696 400 1339 435">Performing detailed research to make the party successful.</p> <p data-bbox="696 472 1384 507">Ensuring that the food and beverage menus are set as planned.</p> <p data-bbox="696 544 1473 579">Planning out the floor blueprint, invitations, and parking arrangements.</p> <p data-bbox="696 616 1541 651">Sending out invitations to the guests and monitoring the guest confirmations.</p> <p data-bbox="696 687 1518 722">Coordinating with other team members to ensure the event runs smoothly.</p> <p data-bbox="696 759 1485 794">Handling any last moments changes in the party and notifying the client.</p> <p data-bbox="696 831 1312 866">Staying up to date with current trends in event planning.</p>

Job Code	Job Title	Responsibilities
12042	Pastry Chef	<p data-bbox="696 188 2033 252">Make an extensive variety of baked goods such as cakes, cookies, tarts, bread etc. following both the old-style and modern recipes</p> <p data-bbox="696 296 1709 323">Make new and stirring desserts to revamp our menus and involve the attention of customers</p> <p data-bbox="696 368 1848 395">Decorate pies using diverse icings, glazes etc. to make sure the appearance will be beautiful and tempting</p> <p data-bbox="696 440 2085 467">Monitor the baking stocks like ingredients such as flour, sugar etc. and place suitable and timely orders according to the budget</p> <p data-bbox="696 512 1413 539">Guide and motivate Pastry Assistants during their training process</p> <p data-bbox="696 584 1476 611">Cross check if the quality material and equipment are being used or not</p> <p data-bbox="696 655 1435 683">Direct and motivate helpers and bakers to work more professionally</p> <p data-bbox="696 727 1379 754">Maintain a clean and well-arranged cooking and baking station</p> <p data-bbox="696 799 1357 826">Research on new recipes and try baking them for our bakery</p>

Job Code	Job Title	Responsibilities
12043	Pastry Cook	<p data-bbox="698 186 1491 215">Coordinating with the Executive Chef/ Pastry Chef about daily operations</p> <p data-bbox="698 256 1189 285">Offering suggestions for new menu additions</p> <p data-bbox="698 327 1279 355">Baking, designing and decorating confectionery items</p> <p data-bbox="698 397 1200 426">Renewing pastry menu on customer feedback</p> <p data-bbox="698 467 1167 496">Maintaining stock of the baking ingredients</p> <p data-bbox="698 537 1641 566">Coordinating with team members to fulfill special requests, events and function orders</p> <p data-bbox="698 608 985 636">Designing seasonal menus</p> <p data-bbox="698 678 1084 707">Checking daily production schedule</p> <p data-bbox="698 748 981 777">Assisting in quality checks</p> <p data-bbox="698 818 1180 847">Maintaining and ordering inventory supplies</p> <p data-bbox="698 888 1263 917">Ensuring all baking equipments are in working order</p> <p data-bbox="698 959 1164 987">Overseeing and motivating team members</p> <p data-bbox="698 1029 1106 1058">Assisting in preparing work schedules</p> <p data-bbox="698 1099 1167 1128">Maintaining hygiene and sanitization levels</p>

Job Code	Job Title	Responsibilities
12044	Pizza Chef	<p data-bbox="696 188 1352 215">Make pizzas based on a custom order from our menu items.</p> <p data-bbox="696 260 1234 287">Carry out instructions received by the Head Chef.</p> <p data-bbox="696 331 1547 359">Monitor food stock, maintain supplies and place orders as and when required.</p> <p data-bbox="696 403 2065 467">Utilize less traditional ingredients to engage a larger audience (for instance vegan lover, cheddar-cheese and gluten-free flour consumers).</p> <p data-bbox="696 512 2065 576">Prepare and cook starters or appetizers like pizza sliced bites, mozzarella cheese sticks, bread, servings of mixed green salads, etc.</p> <p data-bbox="696 620 1357 647">Prepare pizza dough, pizza ingredients, chop vegetables, etc.</p> <p data-bbox="696 692 1368 719">Suggest recipes to renew our menu and draw in more clients.</p> <p data-bbox="696 764 1279 791">Check and put away deliveries as and when required.</p> <p data-bbox="696 836 1895 863">Clean and sterilize kitchen equipment and tools before utilizing and maintain a cooking station neat and clean.</p>

Job Code	Job Title	Responsibilities
12045	Restaurant Assistant Manager	<p data-bbox="696 188 1256 215">Find new food vendors and negotiate on the prices</p> <p data-bbox="696 260 1514 287">Estimate future requirements in kitchenware and place orders, as required</p> <p data-bbox="696 331 1317 359">Keep up the record of vendors' agreements and invoices</p> <p data-bbox="696 403 1417 430">Manage communication between front of the house and the staff</p> <p data-bbox="696 475 1319 502">Make shift schedules and ensure that the team follows it</p> <p data-bbox="696 547 1039 574">Process payroll for the workers</p> <p data-bbox="696 619 1473 646">Manage kitchen and interval staff and provide assistance when needed</p> <p data-bbox="696 691 1261 718">Keep thorough records of all expenses and incomes</p> <p data-bbox="696 762 1178 790">Implement all safety and hygiene guidelines</p> <p data-bbox="696 834 1431 861">Collect visitors' feedback and mention improvements to the menus</p>

Job Code	Job Title	Responsibilities
12046	Restaurant General Manager	<p data-bbox="696 186 1128 215">Hiring and training new restaurant staff</p> <p data-bbox="696 260 1140 288">Planning, developing, and editing menus</p> <p data-bbox="696 331 1373 360">Placing orders for fresh ingredients, cold meat, and beverages</p> <p data-bbox="696 403 1335 432">Maintaining a detailed and accurate record of the revenue</p> <p data-bbox="696 475 1301 504">Taking feedback from customers on restaurant services</p> <p data-bbox="696 547 1158 576">Supervising and motivating staff members</p> <p data-bbox="696 619 1122 647">Ensuring staff members report on time</p> <p data-bbox="696 691 1538 719">Addressing any customer complaints or requests promptly and professionally</p> <p data-bbox="696 762 1373 791">Ensuring all products and services match restaurant standards</p> <p data-bbox="696 834 1321 863">Contacting new vendors and reviewing the quote offered</p> <p data-bbox="696 906 1066 935">Assigning shifts to team members</p> <p data-bbox="696 978 1274 1007">Reviewing staff performance and providing feedback</p> <p data-bbox="696 1050 1151 1078">Establishing safety and hygiene standards</p> <p data-bbox="696 1121 1128 1150">Offering high levels of customer service</p>

Job Code	Job Title	Responsibilities
12047	Restaurant HR Manager	<p data-bbox="696 186 1361 215">Make hiring plans for both front and back-of-the-house staff.</p> <p data-bbox="696 260 1352 288">Promote open job posts by utilizing online and print job ads.</p> <p data-bbox="696 333 1218 362">Source, screen, interview and assess applicants.</p> <p data-bbox="696 406 1444 435">Create job requirements and employment contracts for various jobs.</p> <p data-bbox="696 480 1653 509">Calculate payroll considering extra time, occasional holidays and evening or night shifts.</p> <p data-bbox="696 553 2045 582">Plan and manage attractive remuneration, compensation, and employee benefits packages to increase employee retention.</p> <p data-bbox="696 627 1308 655">Oversee payroll and keep updated records of payments.</p> <p data-bbox="696 700 1827 729">Monitor attendance of employees and working schedules including breaks, overtime and paid time offs.</p> <p data-bbox="696 774 1554 802">Plan and schedule onboarding sessions and job-related training for all workers.</p> <p data-bbox="696 847 1440 876">Track key recruiting metrics (e.g. source of hire, turnover rates, etc).</p> <p data-bbox="696 920 1816 949">Ensure that our restaurant staff complies with health and safety regulations of the hospitality industry.</p>

Job Code	Job Title	Responsibilities
12048	Restaurant Manager	<p data-bbox="696 188 1413 217">Coordinate with the staff and manage daily restaurant operations</p> <p data-bbox="696 260 1395 288">Ensure customer satisfaction by providing best possible services</p> <p data-bbox="696 331 1532 360">Maintain the quality and standard of the services provided by the restaurant</p> <p data-bbox="696 403 1568 432">Maximise the productivity and profitability of the restaurant by proper planning</p> <p data-bbox="696 475 1727 504">Maintain and coordinate with the team to ensure all the ingredients are available in the pantry</p> <p data-bbox="696 547 1341 576">Ensure that staff is following proper health and safety rules</p> <p data-bbox="696 619 1330 647">Train staff to attend guests and provide customer services</p> <p data-bbox="696 691 1547 719">Record the weekly expenses and provide measures to overcome the expenses</p> <p data-bbox="696 762 1205 791">Resolve customer complaints on a timely basis</p> <p data-bbox="696 834 1200 863">Keep updated about the latest industry trends</p>

Job Code	Job Title	Responsibilities
12049	Restaurant Server	<p data-bbox="698 186 1205 215">Welcoming the guests with a friendly attitude.</p> <p data-bbox="698 260 1615 288">Guiding the customer towards the dinner table according to the number of persons.</p> <p data-bbox="698 333 1361 362">Helping kitchen staff in food preparation whenever required.</p> <p data-bbox="698 406 1032 435">Serving order to the customer.</p> <p data-bbox="698 480 1330 509">Preparing tables according to proper sanitation standards.</p> <p data-bbox="698 553 1319 582">Listening to the customer order carefully and attentively.</p> <p data-bbox="698 627 1406 655">Giving suggestions regarding the dishes if asked by the customer.</p> <p data-bbox="698 700 1384 729">Listening to customer complaints patiently and resolving them.</p> <p data-bbox="698 774 1330 802">Working in a team to deliver a good customer experience.</p> <p data-bbox="698 847 1227 876">Maintain the standard and quality of the service.</p> <p data-bbox="698 920 1514 949">Ensuring that the crockery is properly sanitized and washed before serving.</p> <p data-bbox="698 994 1070 1023">Providing check out slips and bills.</p> <p data-bbox="698 1067 1160 1096">Accepting payment in debit or credit card.</p> <p data-bbox="698 1141 1279 1169">Making sure the customer receives a proper farewell.</p>

Job Code	Job Title	Responsibilities
12050	Restaurant Supervisor	<p data-bbox="696 188 2078 248">Planning and delegating work duties to the staff and ensuring that they work according to the compliance of the restaurant business.</p> <p data-bbox="696 296 1375 323">Overseeing the staff for the smooth running of the restaurant.</p> <p data-bbox="696 368 1547 395">Assisting the HR team as well as the Restaurant Manager in the hiring process.</p> <p data-bbox="696 440 1294 467">Training new employees as per their abilities and skills.</p> <p data-bbox="696 512 1361 539">Maintaining a strong relationship with suppliers and vendors.</p> <p data-bbox="696 584 1599 611">Inspecting the food and beverage stock level and restock them in a timely manner.</p> <p data-bbox="696 655 1704 683">Conducting inspections of the restaurant kitchen and ensuring proper hygiene is maintained.</p> <p data-bbox="696 727 1742 754">Checking with the guest and making sure that they are getting served with the best quality food.</p> <p data-bbox="696 799 1317 826">Resolving customer complaints in a professional manner.</p> <p data-bbox="696 871 1451 898">Ensuring customer satisfaction with all the services provided to them.</p> <p data-bbox="696 943 1480 970">Preparing daily reports and presenting them to the higher management.</p> <p data-bbox="696 1015 1413 1042">Managing the outstanding bills and cash inflows of the restaurant.</p>

Job Code	Job Title	Responsibilities
12051	Room Attendant	<p>Maintain healthy and safe environment in the guest rooms</p> <p>Change bed linens and towels on daily basis</p> <p>Respond to customer complaints in a positive way and keep the customers satisfied</p> <p>Mop the floor regularly and make sure the bathrooms are clean</p> <p>Follow the health and safety rules</p> <p>Ensure the availability of sanitary items in bathroom</p> <p>Dust the furniture daily</p> <p>Clean the carpets and sofas</p> <p>Ensure the room is properly set and clean before the guest arrives</p> <p>Ensure that rooms are regularly cleaned according to the hotel procedures</p> <p>Take care of personal hygiene and tidiness as well</p> <p>Designate work to other room attendants in case of your unavailability</p>

Job Code	Job Title	Responsibilities
12052	Shift Manager	<p data-bbox="696 188 1346 215">Prepare a daily shift restaurant operations summary report.</p> <p data-bbox="696 260 1357 287">Maintain healthy relations with the staff and crew members.</p> <p data-bbox="696 331 1767 359">Manage reservations and special dining arrangements for occasions such as parties, meetings, etc.</p> <p data-bbox="696 403 1106 430">Determine daily targets and earnings.</p> <p data-bbox="696 475 1402 502">Evaluate the performance of the staff and train them if required.</p> <p data-bbox="696 547 1386 574">Handle all complaints and queries and resolve them effectively.</p> <p data-bbox="696 619 1016 646">Ensure customer satisfaction.</p> <p data-bbox="696 691 1496 718">Check the availability of the staff and assign tasks to the staff accordingly.</p> <p data-bbox="696 762 1415 790">Assist General Manager with the recruitment and training of staff.</p> <p data-bbox="696 834 1456 861">Ensure that the quality of the services is maintained and is consistent.</p> <p data-bbox="696 906 1182 933">Adhere to company policies and procedures.</p>

Job Code	Job Title	Responsibilities
12053	Sous Chef	<p>Assist the executive chef in preparing different dishes</p> <p>Suggest and add unique recipes to the menu</p> <p>Ensure that the food quality is the best</p> <p>Prepare ingredients for the recipes in a professional way</p> <p>Ensure the quality and standard of the meals is maintained</p> <p>Ensure the inventory is stocked on time</p> <p>Manage the kitchen staff and work collaboratively</p> <p>Manage kitchen operations on the basis of health and safety standards</p> <p>Maintain a positive environment while working in the kitchen</p> <p>Manage time efficiently</p>

Job Code	Job Title	Responsibilities
12054	Sushi Chef	<p data-bbox="696 188 1585 215">Creating sushi menus that include a wide variety of fishes, vegetables, and sauces</p> <p data-bbox="696 260 1637 287">Preparing different types of sushis like maki, nigiri and adding complementing flavours</p> <p data-bbox="696 331 1518 359">Selecting fresh vegetables and fishes like salmon and tuna on a timely basis</p> <p data-bbox="696 403 1234 430">Reviewing and managing inventory requirements</p> <p data-bbox="696 475 1346 502">Coordinating and placing orders with suppliers and vendors</p> <p data-bbox="696 547 1346 574">Maintaining restaurant according to the industry standards</p> <p data-bbox="696 619 1563 646">Managing and assigning all food preparation activities like chopping and plating</p> <p data-bbox="696 691 1444 718">Coordinating with other team members for fulfilling special requests</p> <p data-bbox="696 762 1279 790">Preparing any menu items like soups, rice, and salads</p> <p data-bbox="696 834 1400 861">Recommending new and innovative additions to the sushi menu</p> <p data-bbox="696 906 1480 933">Sterilizing all equipment before using and maintaining cleanliness levels</p> <p data-bbox="696 978 1489 1005">Creating other traditional Japanese dishes like Tempura, Soba, and Udon</p> <p data-bbox="696 1050 1429 1077">Chopping and slicing vegetables and fishes as per the requirements</p> <p data-bbox="696 1121 1122 1149">Customizing orders to suit preferences</p>

Job Code	Job Title	Responsibilities
12055	Taxi Driver	<p>Picking clients from the start location and dropping them off at their destination</p> <p>Determining the fare based on the distance between locations and number of passengers</p> <p>Helping clients with loading and unloading of their goods</p> <p>Driving to the shortest route whenever possible</p> <p>Taking alternate routes to avoid heavy traffic</p> <p>Collecting payments and rendering correct change</p> <p>Checking the vehicle for any minor malfunctions</p> <p>Performing minor repairs and regularly checking the oil</p> <p>Scheduling car wash and servicing appointments</p> <p>Maintaining the vehicle cleanliness</p> <p>Ensuring the vehicle is in working condition</p> <p>Starting and stopping the taxi meter correctly</p> <p>Advising clients on local sightseeing attractions</p> <p>Adhering to the traffic rules and regulations</p>

Job Code	Job Title	Responsibilities
12056	Valet	<p data-bbox="696 188 1440 215">Welcoming the guest warmly and greeting them with a smiling face.</p> <p data-bbox="696 260 1234 287">Assisting the guests in opening and closing doors.</p> <p data-bbox="696 331 1167 359">Collecting the vehicle keys from the guests.</p> <p data-bbox="696 403 1055 430">Unloading the baggage correctly.</p> <p data-bbox="696 475 1245 502">Inspecting the vehicle for existing vehicle damage.</p> <p data-bbox="696 547 1245 574">Maneuvering the vehicle into the hostel premises.</p> <p data-bbox="696 619 1234 646">Performing various activities at the valet podium.</p> <p data-bbox="696 691 1099 718">Maintaining and organizing the keys.</p> <p data-bbox="696 762 1346 790">Getting the vehicles as and when guests are ready to leave.</p> <p data-bbox="696 834 1581 861">Noting down all the necessary details such as vehicle number, room number, etc.</p> <p data-bbox="696 906 1279 933">Ensuring the security of the vehicle in the parking lot.</p> <p data-bbox="696 978 1335 1005">Assisting the guest quickly at Valet check-in and check-out.</p> <p data-bbox="696 1050 1290 1077">Maintaining the logbook according to the valet's shifts.</p> <p data-bbox="696 1121 1245 1149">Keeping the parking lot clean and tidy at all times.</p>

Job Code	Job Title	Responsibilities
12057	Waiter or Waitress	<p data-bbox="696 188 1234 215">Greet and guide guests to their respective tables.</p> <p data-bbox="696 260 2040 323">Provide menu and thorough information about food preparations when asked (e.g. about portions, ingredients or potential food allergies).</p> <p data-bbox="696 368 1429 395">Make tables ready by setting up table runners, cutlery and glasses.</p> <p data-bbox="696 440 1167 467">Inform customers about the day's specials.</p> <p data-bbox="696 512 1081 539">Suggest menu options when asked.</p> <p data-bbox="696 584 1480 611">Take precise food and alcoholic beverages guidelines to place the order.</p> <p data-bbox="696 655 1025 683">Use of POS ordering software.</p> <p data-bbox="696 727 1205 754">Converse order particulars to the kitchen staff.</p> <p data-bbox="696 799 1025 826">Deliver food and drink orders.</p> <p data-bbox="696 871 1659 898">Check dishes and kitchenware for cleanliness and presentation and report any problems.</p> <p data-bbox="696 943 1357 970">Organize the table and keep up a neat and clean dining area.</p> <p data-bbox="696 1015 1144 1042">Provide checks and gather bill payments.</p> <p data-bbox="696 1086 1375 1114">Carry used plates, glasses, and cutlery to the kitchen for wash.</p>

Job Code	Job Title	Responsibilities
12058	Wedding Consultant	<p data-bbox="696 188 1547 215">Discussing with the clients about all the services provided by our organization.</p> <p data-bbox="696 260 1733 287">Conversing with the bride and groom and understanding their specifications and requirements.</p> <p data-bbox="696 331 2024 359">Scheduling meeting with the concerned vendors which include Florists, Photographers, Caterers, and Invitation Designers.</p> <p data-bbox="696 403 1464 430">Negotiating with the vendors and making payment in a timely manner.</p> <p data-bbox="696 475 1543 502">Attending a wedding rehearsal and wedding ceremony to help with etiquette.</p> <p data-bbox="696 547 1319 574">Assisting the bride and groom with their wedding outfits.</p> <p data-bbox="696 619 1357 646">Maintaining healthy relationships with vendors and retailers.</p> <p data-bbox="696 691 1379 718">Organizing transportation and staying arrangements if needed.</p> <p data-bbox="696 762 1413 790">Staying up to date with innovative trends in the wedding industry.</p>

Job Code	Job Title	Responsibilities
12059	Wedding Planner	<p data-bbox="698 186 1720 215">Discussing and planning wedding theme, venue setup and other requirements with the clients</p> <p data-bbox="698 260 1189 288">Preparing and maintaining wedding guest list</p> <p data-bbox="698 333 1532 362">Arranging transport to the wedding venues and other facilities for the guests</p> <p data-bbox="698 406 1458 435">Planning itinerary for the wedding day function and other ceremonies</p> <p data-bbox="698 480 1413 509">Providing creative input in terms of decor and music to the clients</p> <p data-bbox="698 553 1520 582">Liaising with different vendors and suppliers and negotiating contract terms</p> <p data-bbox="698 627 1341 655">Maintaining a proper schedule of all the wedding festivities</p> <p data-bbox="698 700 1653 729">Discussing budget and travel restrictions with clients specially for a destination wedding</p> <p data-bbox="698 774 1348 802">Undertaking all wedding preparations within the set budget</p> <p data-bbox="698 847 1426 876">Coordinating dance performances and conducting rehearsal dinner</p> <p data-bbox="698 920 1193 949">Being physically available on the wedding day</p> <p data-bbox="698 994 992 1023">Handling all logistics duties</p> <p data-bbox="698 1067 1361 1096">Obtaining quotes from vendors and ensuring timely payment</p> <p data-bbox="698 1141 1585 1169">Creating and communicating an appropriate timeline for all the wedding activities</p>

Job Code	Job Title	Responsibilities
13001	Campus Recruiter	<p>Prepare a thorough and detailed recruitment process along with hiring managers.</p> <p>Host in-house events and activities for students and fresh graduates by department or field.</p> <p>Attend college career fairs, communicate with students and promote our employer brand image.</p> <p>Screen resumes, interview candidates and perform skills evaluation tests for junior and entry-level positions.</p> <p>Report on recruiting metrics after every career event including a number of candidates interviewed and procured.</p> <p>Promote current job openings through online and offline alumni communities.</p> <p>Contact university career counselors and provide informational materials about our entry-level position programs.</p> <p>Design and place print promotional ads on college campuses.</p> <p>Post job ads and source potential applicants via web-based networking or social media groups.</p> <p>Establish and maintain a healthy relationship with universities and other educational institutions.</p>

Job Code	Job Title	Responsibilities
13002	Compensation Analyst	<p data-bbox="698 186 1440 215">Developing and implementing compensation programs and benefits</p> <p data-bbox="698 256 1420 285">Designing salary packages for new recruits and those on probation</p> <p data-bbox="698 327 992 355">Performing salary statistics</p> <p data-bbox="698 397 1704 426">Determining employee job responsibilities and ascertaining befitting remuneration packages</p> <p data-bbox="698 467 1592 496">Analyzing the effectiveness of the company's remuneration policies and programs</p> <p data-bbox="698 537 1115 566">Contributing to compensation surveys</p> <p data-bbox="698 608 1603 636">Conducting financial forecasting to help the company manage its financial liabilities</p> <p data-bbox="698 678 1223 707">Creating and managing remuneration structures</p> <p data-bbox="698 748 1088 777">Identifying appropriate salary levels</p> <p data-bbox="698 818 1178 847">Preparing job classification and salary scales</p> <p data-bbox="698 888 1424 917">Writing and presenting a detailed report on compensation analysis</p> <p data-bbox="698 959 1453 987">Establishing the company's financial budget for recruitment purposes</p> <p data-bbox="698 1029 1133 1058">Designing perk programs and incentives</p> <p data-bbox="698 1099 1518 1128">Satisfying any legal requirements when developing remuneration programs</p>

Job Code	Job Title	Responsibilities
13003	Employee Relations Specialist	<p data-bbox="696 186 1361 215">Communicating with employees and knowing their concerns.</p> <p data-bbox="696 258 1272 287">Counseling the employees and resolving their issues.</p> <p data-bbox="696 330 1377 359">Knowing the company's benefits and compensation programs.</p> <p data-bbox="696 402 1346 430">Identifying the source of the issues and misunderstandings.</p> <p data-bbox="696 474 1357 502">Completing employing details and maintaining the database.</p> <p data-bbox="696 545 1294 574">Tracking employee's performances at regular intervals.</p> <p data-bbox="696 617 1429 646">Keeping a note of promotions and benefits given to the employees.</p> <p data-bbox="696 689 1167 718">Updating and maintaining employee's files.</p> <p data-bbox="696 761 1146 790">Supervising employee's training sessions.</p> <p data-bbox="696 833 1070 861">Assisting in hiring new employees.</p> <p data-bbox="696 904 1240 933">Designing orientation program for the employees.</p> <p data-bbox="696 976 1332 1005">Assisting in firing decisions and conducting exit interviews.</p> <p data-bbox="696 1048 1039 1077">Performing background checks.</p> <p data-bbox="696 1120 1173 1149">Assisting employee's physical examinations.</p>

Job Code	Job Title	Responsibilities
13004	Headhunter	<p data-bbox="696 188 1832 215">Generate new job openings via personal networks and participate in professional events and gatherings.</p> <p data-bbox="696 260 1668 287">Find candidates through professional networks, internet sites, and social media channels.</p> <p data-bbox="696 331 1294 359">Define the requirements for open positions accurately.</p> <p data-bbox="696 403 1518 430">Prepare and send job offers and recruitment emails to qualified candidates.</p> <p data-bbox="696 475 1339 502">Calculate time-to-fill and source-of-hire for each open role.</p> <p data-bbox="696 547 1570 574">Provide recommendations and suggestions of candidates to the HR department.</p> <p data-bbox="696 619 1346 646">Organize job fairs and career events to hunt the best talent.</p> <p data-bbox="696 691 1368 718">Maintain and manage the data of all new and past applicants.</p> <p data-bbox="696 762 1160 790">Follow up the applicants on a timely basis.</p> <p data-bbox="696 834 1330 861">Evaluate the need and time to hire for all the job postings.</p> <p data-bbox="696 906 1308 933">Research and suggest new sourcing strategies and tools.</p> <p data-bbox="696 978 1451 1005">Advertise open positions on online job boards and external networks.</p> <p data-bbox="696 1050 1424 1077">Conduct in-depth research to source the best-qualified candidates.</p> <p data-bbox="696 1121 1713 1149">Connect to professional forums and social media groups to interact with qualified candidates.</p>

Job Code	Job Title	Responsibilities
13005	HR and Admin Officer	<p data-bbox="696 186 1335 215">Oversee personnel records(e.g. Contracts, PTO and so on).</p> <p data-bbox="696 260 1798 288">Update company database with the data of new employees (e.g. Background, qualification, skill, etc).</p> <p data-bbox="696 333 1464 362">Create and circulate documents about the policies of our organization.</p> <p data-bbox="696 406 1550 435">Collect payroll information including working days, ledgers and bank accounts.</p> <p data-bbox="696 480 1823 509">Publish and remove job ads on different platforms (e.g. job boards, social networks, careers pages, etc).</p> <p data-bbox="696 553 1637 582">Schedule prospective candidate’s job interviews and be a point of contact as required.</p> <p data-bbox="696 627 1917 655">Prepare reports and presentations on HR-related metrics like the aggregate number of hires by the department.</p> <p data-bbox="696 700 1283 729">Create materials to train and onboard the employees.</p> <p data-bbox="696 774 1980 802">Respond to inquiries of employees with respect to benefits like the precedent, number of qualified vacation days, etc.</p>

Job Code	Job Title	Responsibilities
13006	HR Consultant	<p data-bbox="698 186 1464 215">Establish, modify and initiate human resource programs and methods.</p> <p data-bbox="698 256 1290 285">Formulate and practice desired human resource plans.</p> <p data-bbox="698 327 1496 355">Suggest administration on the application of HR strategies and processes.</p> <p data-bbox="698 397 1583 426">Take responsibility for the timely completion of human resource-related projects.</p> <p data-bbox="698 467 1895 496">Help the company with the establishment and plan of suggested amendments in regard to the work schedule.</p> <p data-bbox="698 537 1695 566">Generate means to assemble and determine information for policies and specific proposals.</p> <p data-bbox="698 608 1442 636">Supervise everyday human resource operations for all HR personnel.</p> <p data-bbox="698 678 2047 742">Provide a response to all queries and perform all human resources functions smoothly and maintain cost-effectiveness in all activities.</p> <p data-bbox="698 783 1807 812">Collaborate with the management team to the integration of all new employees into the organization.</p> <p data-bbox="698 853 1895 882">Ensure human resource strategies and plans are in accordance with already developed programs and services.</p> <p data-bbox="698 924 1379 952">Organize conferences associated with the certain affairs of HR.</p> <p data-bbox="698 994 1798 1023">Evaluate the company's ongoing HR plans/ meetings to suggest a suitable explanation and resolution.</p> <p data-bbox="698 1064 1738 1093">Research and stay up-to-date with new trends and advancements in the human resources field.</p>

Job Code	Job Title	Responsibilities
13007	HR Coordinator	<p>Maintaining an accurate record of employees</p> <p>Assisting with all HR related queries and resolving employee questions</p> <p>Participating in the hiring process by conducting background checks</p> <p>Handing over employment contracts</p> <p>Assisting the HR Manager in conducting employee performance reviews</p> <p>Scheduling HR events and maintaining the HR calendar</p> <p>Organizing training sessions, workshops, and seminars</p> <p>Performing orientation for new employees</p> <p>Preparing a detailed report of all HR activities</p> <p>Coordinating with the Accounting department with regards to payrolls</p> <p>Undertaking delegation of tasks</p> <p>Assisting Campus Recruiter in conducting campus interviews</p> <p>Developing training curriculum, programs and evaluating employee engagement</p> <p>Suggesting improvements in the employment policies</p>

Job Code	Job Title	Responsibilities
13008	HR Intern	<p data-bbox="698 186 1843 215">Update our internal databases with new employee data including contact details and employment forms.</p> <p data-bbox="698 260 1800 288">Collect payroll information such as hours of work done by an employee, details of bank accounts, etc.</p> <p data-bbox="698 333 1263 362">Assist in screening forms and resumes of applicants.</p> <p data-bbox="698 406 1196 435">Plan and schedule interviews with candidates.</p> <p data-bbox="698 480 1386 509">Manage job advertisements on job portals and social networks.</p> <p data-bbox="698 553 1317 582">Create reports on the HR-related process when required.</p> <p data-bbox="698 627 1285 655">Address queries and issues of workers when required.</p> <p data-bbox="698 700 2063 751">Review and distribute company strategies by hard copies (e.g. notice board, brochures) or in digital formats (e.g. email, posts on social networks/forums/company website).</p> <p data-bbox="698 796 1391 825">Assist the HR team in organizing career fairs and special events.</p>

Job Code	Job Title	Responsibilities
13009	HR Manager	<p>Recruit, select and train employees in our organization.</p> <p>Maintain records of the hired employees.</p> <p>Plan, monitor and appraise work results.</p> <p>Prepare, update and maintain Human Resource strategies, policies, and procedures.</p> <p>Advise department managers of company policy in regards to equal employment opportunities, employment law, compensation, and benefits.</p> <p>Maintain records of benefits plans participation such as insurance, pension plan and personnel transactions (promotions, transfers, performance reviews, and terminations).</p> <p>Organize employee benefit programs for the organization.</p> <p>Represent our organization in various events.</p> <p>Maintain, analyzes and prepare employee's wages and salary reports.</p> <p>Recommend the best human resources practice and business methods.</p> <p>Build a positive work environment and resolve all employee relations issues.</p> <p>Align the employee-related policies in all departments with the company goals.</p> <p>Resolve legal issues with Human Resource Management team.</p>

Job Code	Job Title	Responsibilities
13010	HR Onboarding Specialist	<p data-bbox="698 186 1447 215">Preparing an offer letter and sending it to the appropriate candidate.</p> <p data-bbox="698 256 1733 285">Sending new employees emails in regards to the company rules and regulations to be followed.</p> <p data-bbox="698 327 1267 355">Welcoming new employees with the onboarding kit.</p> <p data-bbox="698 397 1370 426">Preparing hire communication with the appropriate Manager.</p> <p data-bbox="698 467 1361 496">Developing new company policies and employee handbooks.</p> <p data-bbox="698 537 1464 566">Collecting paperwork and other related documents from the new hire.</p> <p data-bbox="698 608 1532 636">Delegating tasks to the new employees and answering their questions if any.</p> <p data-bbox="698 678 1249 707">Introducing new employees to the team members.</p> <p data-bbox="698 748 1402 777">Preparing onboarding documents and kits as and when required.</p> <p data-bbox="698 818 1684 847">Contacting the technical team for arranging hardware and software for the new employee.</p> <p data-bbox="698 888 1326 917">Preparing onboarding email templates for the employees.</p> <p data-bbox="698 959 1617 987">Staying up to date with innovative and creative ways of onboarding new employees.</p>

Job Code	Job Title	Responsibilities
13011	HR Recruiter	<p data-bbox="696 186 1435 215">Collaborate with headhunters to hire and retain the top best talent.</p> <p data-bbox="696 256 1162 285">Screen resumes and job application forms.</p> <p data-bbox="696 327 1099 355">Help to structure the job description.</p> <p data-bbox="696 397 1193 426">Assist Hiring Managers to conduct interviews.</p> <p data-bbox="696 467 1404 496">Interview job candidates via calls and conduct on-site interviews.</p> <p data-bbox="696 537 2051 566">Ability to manages new employee relocation that determines new employee requirements and arranges temporary housing.</p> <p data-bbox="696 608 1856 636">Coordinate with the management and corporate recruiters to find out the details of staffing requirements.</p> <p data-bbox="696 678 1973 707">Be active with online job boards, social media networks and platforms to find qualified candidates for open positions.</p> <p data-bbox="696 748 1865 777">Respond to internal as well as external customers and ensure that the staffing objectives are accomplished.</p> <p data-bbox="696 818 1429 847">Serve as a bridge with work organizations, affiliations and agencies.</p> <p data-bbox="696 888 1357 917">Conduct post-employment surveys on firing representatives.</p> <p data-bbox="696 959 2074 987">Stay up to date with knowledge of HR via educational opportunities, maintain personal networks and professional publications</p>

Job Code	Job Title	Responsibilities
13012	Job Coach	<p data-bbox="696 188 1344 215">Implementing new job coaching strategies and procedures.</p> <p data-bbox="696 260 1153 287">Assisting clients to find their career paths.</p> <p data-bbox="696 331 1265 359">Understanding the client's needs and requirements.</p> <p data-bbox="696 403 1556 430">Preparing clients for the interview process in an effective and efficient manner.</p> <p data-bbox="696 475 1608 502">Helping clients with special concerns in managing their workplace and tasks as well.</p> <p data-bbox="696 547 1243 574">Monitoring and evaluating the progress of clients.</p> <p data-bbox="696 619 1281 646">Addressing client issues and improving their strength.</p> <p data-bbox="696 691 1317 718">Providing job coaching to new clients in an effective way.</p> <p data-bbox="696 762 1272 790">Maintaining the client's records and documentation.</p> <p data-bbox="696 834 1187 861">Helping clients to write an attractive resume.</p> <p data-bbox="696 906 1299 933">Facilitating coaching sessions on job search techniques.</p> <p data-bbox="696 978 1176 1005">Guiding clients to improve their social skills.</p> <p data-bbox="696 1050 1400 1077">Adhering to all the rules and regulations set by the organization.</p>

Job Code	Job Title	Responsibilities
13013	Payroll Clerk	<p data-bbox="696 188 1413 215">Formulate and submit reports with payroll data to the supervisor.</p> <p data-bbox="696 260 1491 287">Oversee compensation packages utilizing payroll programs and software.</p> <p data-bbox="696 331 2051 391">Keep paper and electronic payroll records up to date by entering adjustments on pay rates, employee status changes and so forth.</p> <p data-bbox="696 435 1283 462">Check the timekeeping information for all employees.</p> <p data-bbox="696 507 1368 534">Calculate rewards, bonuses, and commissions when required.</p> <p data-bbox="696 579 1361 606">Oversee and calculate expenses, taxes and other deductions.</p> <p data-bbox="696 651 1559 678">Ascertain pay according to hours worked by incorporating leaves and overtime.</p> <p data-bbox="696 722 2040 782">Make periodical payments conveniently either by preparing and managing checks or making direct deposits through a bank payment system.</p> <p data-bbox="696 826 1234 853">Maintain records, issue statements, and invoices.</p> <p data-bbox="696 898 1249 925">Evaluate unemployment and severance payments.</p> <p data-bbox="696 970 1839 997">Handle complaints, inquiries, and questions in regards to payroll from employees and the administration.</p> <p data-bbox="696 1042 1317 1069">Research and resolve any disparities in payroll efficiently.</p>

Job Code	Job Title	Responsibilities
13014	Recruitment Coordinator	<p data-bbox="696 188 1747 215">Implementing innovative recruitment strategies to meet the organization's goals and objectives.</p> <p data-bbox="696 260 1518 287">Knowing the requirements of the department and identifying job openings.</p> <p data-bbox="696 331 1337 359">Writing effective job descriptions as per the requirements.</p> <p data-bbox="696 403 1386 430">Posting job openings on social media platforms and job boards.</p> <p data-bbox="696 475 1279 502">Preparing interview questions as per the designation.</p> <p data-bbox="696 547 1196 574">Attracting passive job candidates if necessary.</p> <p data-bbox="696 619 1330 646">Performing background checks and other relevant checks.</p> <p data-bbox="696 691 1106 718">Evaluating cover letters and resumes.</p> <p data-bbox="696 762 1337 790">Attending hiring events and various promotional activities.</p> <p data-bbox="696 834 1507 861">Preparing the final candidates list and forwarding it to the Hiring Manager.</p> <p data-bbox="696 906 1460 933">Developing reports for interviews conducted and other related things.</p> <p data-bbox="696 978 1209 1005">Adhering to all the HR policies and procedures.</p> <p data-bbox="696 1050 1319 1077">Staying updated with the latest trends in hiring methods.</p>

Job Code	Job Title	Responsibilities
13015	Recruitment Manager	<p data-bbox="696 186 1211 215">Design new and improved recruiting strategies.</p> <p data-bbox="696 260 1413 288">Control the recruiting team and draft a report on its performance.</p> <p data-bbox="696 333 1442 362">Monitor recruiting metrics that is recruiting time and recruiting cost.</p> <p data-bbox="696 406 1957 435">Examine utilizing various recruitment software and recommend the best option as per the needs of an organization.</p> <p data-bbox="696 480 1249 509">Assist hiring managers on interviewing techniques.</p> <p data-bbox="696 553 1406 582">Suggest approaches for the improvement of our employer brand.</p> <p data-bbox="696 627 1469 655">Collaborate with department managers to forecast future hiring needs.</p> <p data-bbox="696 700 1883 729">Assemble the professional network of an organization through relationships with HR and other professionals.</p>

Job Code	Job Title	Responsibilities
13016	Recruitment Marketing Manager	<p>Enhancing our career page and social media profiles with multimedia, posts and other endorsements.</p> <p>Generating day to day content that exemplifies our work life (For example blogs, videos, graphic designs, etc.)</p> <p>Recognizing and advertising the main causes of why workers stick with our organization and allure applicants.</p> <p>Writing engaging job descriptions.</p> <p>Developing strategies for building a talent network/talent community.</p> <p>Planning and executing engaging activities on Glassdoor.</p> <p>Sharing job ads on different online platforms.</p> <p>Organizing and partake in job fairs and various career occasions.</p> <p>Planning and implementing an employer branding strategy and recruitment marketing to attract qualified candidates.</p> <p>Ensuring that our hiring techniques to communicate with the correct people.</p> <p>Serving as a brand ambassador at career fairs or on-campus recruiting events.</p> <p>Researching, advertising and marketing trends in the staffing industry.</p> <p>Communicating with the HR department and Project Manager to get a clear view of the company's hiring goals.</p> <p>Developing monthly reports on recruitment marketing metrics.</p>

Job Code	Job Title	Responsibilities
13017	Sourcing Specialist	<p data-bbox="698 186 1055 215">Suggesting cost saving measures</p> <p data-bbox="698 256 1478 285">Researching and contacting suppliers offering a competitive price range</p> <p data-bbox="698 327 1279 355">Negotiating contract terms and quotes with suppliers</p> <p data-bbox="698 397 1310 426">Maintaining a vendor database and updating it regularly</p> <p data-bbox="698 467 1299 496">Planning and implementing strategic sourcing solutions</p> <p data-bbox="698 537 1538 566">Maintaining healthy business relationships with vendors and potential clients</p> <p data-bbox="698 608 1162 636">Conducting a detailed vendor cost analysis</p> <p data-bbox="698 678 1415 707">Obtaining quotes from suppliers and doing a comparative analysis</p> <p data-bbox="698 748 1202 777">Improving company spending and outsourcing</p> <p data-bbox="698 818 1193 847">Coordinating delivery schedules with vendors</p> <p data-bbox="698 888 1568 917">Contacting potential clients via social media networks like Facebook and Twitter</p> <p data-bbox="698 959 1317 987">Reviewing online portfolios to select befitting candidates</p> <p data-bbox="698 1029 1149 1058">Preparing recruiting and follow-up emails</p> <p data-bbox="698 1099 1357 1128">Developing employee referral systems to boost engagement</p>

Job Code	Job Title	Responsibilities
13018	Staffing Agency Recruiter	<p data-bbox="698 186 1509 215">Conducting meetings with the clients and noting down their requirements.</p> <p data-bbox="698 256 1413 285">Discussion on packages and qualifications criteria with the clients.</p> <p data-bbox="698 327 1630 355">Knowing the job specifications, job candidates, and job requirements for the position.</p> <p data-bbox="698 397 1850 426">Posting job ads on various platforms such as job boards, social media networks, and website career pages.</p> <p data-bbox="698 467 1234 496">Attending job fairs and other professional events.</p> <p data-bbox="698 537 1308 566">Attracting passive candidates via social media networks.</p> <p data-bbox="698 608 1279 636">Developing various recruitment strategies if required.</p> <p data-bbox="698 678 1523 707">Screening resumes and interviewing potential candidates on a regular basis.</p> <p data-bbox="698 748 1249 777">Maintaining a strong talent pipeline for future use.</p> <p data-bbox="698 818 1449 847">Preparing reports on the best-fit candidates and updating the clients.</p> <p data-bbox="698 888 1503 917">Ensuring proper documentation of the entire hiring process is maintained.</p> <p data-bbox="698 959 1478 987">Updating and storing all the required information in Resume Databases.</p> <p data-bbox="698 1029 1550 1058">Maintaining a healthy relationship with the clients and other staffing agencies.</p>

Job Code	Job Title	Responsibilities
13019	Staffing Coordinator	<p data-bbox="698 186 1330 215">Monitor all staffing needs and operations of the company.</p> <p data-bbox="698 260 1532 288">Collaborate with recruiting agencies to fill opportunities in a convenient way.</p> <p data-bbox="698 333 1245 362">Assist in candidate hiring and screening processes.</p> <p data-bbox="698 406 1473 435">Help in the preparation and execution of orientation and training plans.</p> <p data-bbox="698 480 1496 509">Coordinate smoothly with the staff of the Human Resources Department.</p> <p data-bbox="698 553 1458 582">Create work schedules by allocating employees in positions and shifts.</p> <p data-bbox="698 627 1402 655">Accept the responsibilities of timekeeping and time-off requests.</p> <p data-bbox="698 700 1570 729">Work with payroll to ensure correct employee compensation and remuneration.</p> <p data-bbox="698 774 1565 802">Make compliance with internal and external policies, strategies and regulations.</p> <p data-bbox="698 847 1352 876">Develop and submit reports regarding various staffing tasks.</p>

Job Code	Job Title	Responsibilities
13020	Talent Acquisition Manager	<p data-bbox="698 186 1491 215">Performing analysis and forecasting the hiring needs of the departments.</p> <p data-bbox="698 256 1559 285">Creating a sustainable talent acquisition recruitment strategies and techniques.</p> <p data-bbox="698 327 1722 355">Taking charge of planning, developing, managing and overseeing employer branding activities.</p> <p data-bbox="698 397 1686 426">Motivating employees to be brand ambassadors and planning employee referral programs.</p> <p data-bbox="698 467 1496 496">Sourcing and discovering a top talent for open positions using job boards.</p> <p data-bbox="698 537 2040 608">Designing, planning and executing recruitment and selection processes(e.g. conduct interviews and screen calls, administer psychological tests, etc.).</p> <p data-bbox="698 649 1527 678">Reviewing employment applications and creating background check reports.</p> <p data-bbox="698 719 2029 748">Performing employee satisfaction assessments and workshops and recommend measures to improve employee retention.</p> <p data-bbox="698 790 1364 818">Planning procedures for enhancing the candidate experience.</p> <p data-bbox="698 860 1834 888">Leading, managing and supervising members of the recruitment team for evaluating recruitment efforts.</p> <p data-bbox="698 930 922 959">Creating KPI reports.</p>

Job Code	Job Title	Responsibilities
13021	Talent Manager	<p>Evaluating and acquiring new talent</p> <p>Developing effective and long term talent acquisition strategies</p> <p>Coordinating with the HR Manager in scheduling interviews</p> <p>Conceptualizing candidate training and sourcing programs</p> <p>Planning and creating various job description templates</p> <p>Monitoring and maintaining the recruitment status</p> <p>Encouraging employer branding</p> <p>Coordinating all internal hiring processes with the HR department</p> <p>Pitching ideas for employee promotion programs</p> <p>Actively participating in recruitment programs, job fairs and company events</p> <p>Negotiating contract terms with external talent agencies</p> <p>Conducting training sessions and workshops</p> <p>Tracking employee performance and maintaining engagement report</p> <p>Creating employee referral programs and monitoring its performance</p>

Job Code	Job Title	Responsibilities
13022	Talent Sourcer	<p data-bbox="696 188 1899 215">Interact with potential candidates via social media and professional networks (e.g. LinkedIn, Slack and Github).</p> <p data-bbox="696 260 1335 287">Draft and send recruiting emails to the desired candidates.</p> <p data-bbox="696 331 1473 359">Collaborate with hiring managers and determine position prerequisites.</p> <p data-bbox="696 403 1518 430">Recognize qualified applicant profile utilizing different sourcing procedures.</p> <p data-bbox="696 475 1160 502">Create talent pools for future hiring needs.</p> <p data-bbox="696 547 2011 606">Measure conversion rates which includes the number of passive candidates who transform into applicants, get invited to interviews, get offers and get hired.</p> <p data-bbox="696 651 1417 678">Request for referrals from current workers and external networks.</p> <p data-bbox="696 722 1361 750">Promote our employer brand on online and offline platforms.</p> <p data-bbox="696 794 1451 821">Maintain applicant databases through our Applicant Tracking System.</p> <p data-bbox="696 866 1451 893">Correspond with past candidates in regards to available job openings.</p>

Job Code	Job Title	Responsibilities
13023	Technical Recruiter	<p data-bbox="698 186 1379 215">Write and post technical job descriptions on various platforms.</p> <p data-bbox="698 256 1541 285">Lead job and task analysis to document job responsibilities and requirements.</p> <p data-bbox="698 327 1294 355">Source potential candidates on social media platforms.</p> <p data-bbox="698 397 1335 426">Parse particular skills and capabilities to screen IT resumes</p> <p data-bbox="698 467 1326 496">Assess the abilities of the applicant by pre-screening calls.</p> <p data-bbox="698 537 1312 566">Interview candidates consolidating different techniques.</p> <p data-bbox="698 608 1733 636">Collaborate with IT team leaders to forecast the hiring needs and objectives of the department.</p> <p data-bbox="698 678 1861 707">Write and send customized recruiting emails with current employment openings to the passive candidates.</p> <p data-bbox="698 748 2011 818">Partake and engage in tech meetings, conferences, and meetups to coordinate with Information Technology experts and professionals.</p> <p data-bbox="698 860 1211 888">Create job offer letters and onboard new hires.</p> <p data-bbox="698 930 1547 959">Promote the reputation of the company for being an extraordinary workplace.</p>

Job Code	Job Title	Responsibilities
13024	Virtual Recruiter	<p>Maintain a proper list of potential candidates for future reference.</p> <p>Develop and implement recruiting strategies based on the requirements.</p> <p>Know the company's needs in hiring candidates.</p> <p>Craft precise and effective job descriptions.</p> <p>Post job advertisements on job boards, career pages, and social media platforms.</p> <p>Prepare interview questions to be asked to the candidates.</p> <p>Conduct online interviews as part of the selection process.</p> <p>Maintain a strong bond with the potential candidates.</p> <p>Answer questions of the candidates in a professional manner.</p> <p>Assist in the screening of candidates.</p> <p>Carry out onboarding formalities virtually.</p> <p>Build and maintain an amazing candidate pool.</p> <p>Follow up with candidates as and when required.</p> <p>Stay up to date with the latest techniques in hiring.</p>

Job Code	Job Title	Responsibilities
14001	.NET Developer	<p>Analyze the user's requirements.</p> <p>Able to create and test software prototypes.</p> <p>Design, develop and maintain a reliable and efficient code.</p> <p>Collaborate with the team for the development of software designs.</p> <p>Test and run the software system and desktop applications.</p> <p>Ensure high-level performance and responsiveness of all the .NET applications.</p> <p>Spot the bugs and present the best possible solutions to eliminate them.</p> <p>Improve and update the functionality of existing software.</p> <p>Create and maintain proper documentation throughout the software development phase.</p> <p>Provide technical support to configure the existing system whenever required.</p> <p>Able to assist the QA analyst, programmers, and architects.</p> <p>Maintain the defect tracking system and resolve all errors and update the system.</p> <p>Able to analyze the web application needs and existing systems for any type of business or organization.</p> <p>Supervise day to day activities of the system and provide support whenever necessary.</p>

Job Code	Job Title	Responsibilities
14002	Analytics Manager	<p data-bbox="696 188 1496 215">Design a complete framework of goals and assign duties to relevant team</p> <p data-bbox="696 260 1581 287">Define objectives with relevant data sources in line with the organizational needs</p> <p data-bbox="696 331 1424 359">Analyze data and check if it is according to the scope of the project</p> <p data-bbox="696 403 1946 430">Prepare reports on the basis of feedback from all relevant departments (e.g. IT, Operations and Customer Support)</p> <p data-bbox="696 475 1373 502">Design procedures and policies in order to achieve the targets</p> <p data-bbox="696 547 1715 574">Develop professionally sound relationship with senior management and other team members</p> <p data-bbox="696 619 1460 646">Provide business insight in the light of data interpretation and analysis</p> <p data-bbox="696 691 1317 718">Ensure the solutions are deployed accurately and in time</p> <p data-bbox="696 762 1104 790">Supervise and lead data analyst team</p>

Job Code	Job Title	Responsibilities
14003	Android Developer	<p data-bbox="696 186 1487 215">Monitor the apps technical life-cycle during each phase of development.</p> <p data-bbox="696 256 1503 285">Design, develop and maintain high quality and general reliable Java codes.</p> <p data-bbox="696 327 1617 355">Maintain and update the design specifications and source code for new applications.</p> <p data-bbox="696 397 1590 426">Collaborate with the technical team to improve application performance features.</p> <p data-bbox="696 467 1514 496">Test the applications, identify the bugs and take measures to resolve them.</p> <p data-bbox="696 537 1749 566">Evaluate the existing applications and implement new technologies to maximize app's efficiency.</p> <p data-bbox="696 608 2056 675">Identify the variations of fragments and layouts of Android XML and create adaptive interfaces that work with various device form factors.</p> <p data-bbox="696 716 2011 745">Collaborate with the Senior Android Developers and Software Engineers to work on different layers of the infrastructure.</p> <p data-bbox="696 786 1756 815">Determine the UI/UX requirements, mockups and APIs to develop high-performing Android apps.</p>

Job Code	Job Title	Responsibilities
14004	AngularJS Developer	<p data-bbox="696 186 1805 215">Referring to AngularJS version 1.x and other open-source software to develop responsive applications</p> <p data-bbox="696 256 1765 285">Using the latest frontend technologies to develop applications communicated from the client-side</p> <p data-bbox="696 327 1364 355">Documenting tested and workable Javascript, HTML, and CSS</p> <p data-bbox="696 397 1653 426">Conducting product analysis and performance tests to check for effective user interface</p> <p data-bbox="696 467 1738 496">Ensuring the developed technical contents are referring and abiding by AngularJS best practices</p> <p data-bbox="696 537 1895 566">Consulting and coordinating with the Design team to create responsive visuals for the web/mobile application</p> <p data-bbox="696 608 1240 636">Providing technical support to the team members</p> <p data-bbox="696 678 1196 707">Delivering web development projects on time</p> <p data-bbox="696 748 1491 777">Coordinating with the backend team to complete the integration process</p> <p data-bbox="696 818 1361 847">Contacting and utilizing external web services when required</p> <p data-bbox="696 888 1272 917">Maintaining and optimizing mobile/web applications</p>

Job Code	Job Title	Responsibilities
14005	Back-end Developer	<p data-bbox="701 186 1682 215">Be an active contributor during the project specification and requirement gathering phase.</p> <p data-bbox="701 256 1375 285">Use application logic to check the feasibility of the application.</p> <p data-bbox="701 327 1518 355">Write reusable code blocks and finish the coding within the stipulated time.</p> <p data-bbox="701 397 1413 426">Test out your code before sending it forward to the Testing Team.</p> <p data-bbox="701 467 1151 496">Follow agile development methodologies.</p> <p data-bbox="701 537 1375 566">Create and integrate database with its complete maintenance.</p> <p data-bbox="701 608 1261 636">Design frameworks to develop server side software.</p> <p data-bbox="701 678 1249 707">Identify problem areas and bring relevant changes.</p> <p data-bbox="701 748 1469 777">Collaborate with front end developer for integration of the application.</p> <p data-bbox="701 818 1254 847">Perform UI tests to ensure maximum performance.</p> <p data-bbox="701 888 1984 917">Work with front-end developers and team members for better evaluation and design codes and programs accordingly.</p> <p data-bbox="701 959 1368 987">Follow latest technological trends and emerging technologies.</p>

Job Code	Job Title	Responsibilities
14006	Blockchain Developer	<p data-bbox="696 186 1458 215">Defining the need for blockchain and its functions in the organization.</p> <p data-bbox="696 260 1294 288">Designing, developing, and testing blockchain systems.</p> <p data-bbox="696 333 1440 362">Developing application functionality using various coding languages.</p> <p data-bbox="696 406 1086 435">Writing efficient and modular code.</p> <p data-bbox="696 480 1386 509">Setting security measures against various types of cybercrimes.</p> <p data-bbox="696 553 1621 582">Utilizing cryptography techniques to protect against hackers and other cyber attacks.</p> <p data-bbox="696 627 1211 655">Maintaining client and server-side applications.</p> <p data-bbox="696 700 1312 729">Securing the blockchain network with new technologies.</p> <p data-bbox="696 774 1413 802">Enlightening the fellow team members on blockchain technology.</p> <p data-bbox="696 847 1447 876">Preparing documentation on the blockchain development processes.</p> <p data-bbox="696 920 1951 949">Attending meetings, brainstorming sessions, and daily standup for enhancing your knowledge of new technologies.</p> <p data-bbox="696 994 1570 1023">Adhering to all the rules and regulations of data protection for digital payments.</p> <p data-bbox="696 1067 1480 1096">Staying updated with the latest crypto technologies for data protection.</p>

Job Code	Job Title	Responsibilities
14007	Business Intelligence Developer	<p data-bbox="696 186 1507 215">Produce tools to store data like Online Analytical Processing (OLAP) cubes.</p> <p data-bbox="696 256 1727 285">Interpret software development needs for technical specifications and business requirements.</p> <p data-bbox="696 327 1167 355">Carry out unit testing and troubleshooting.</p> <p data-bbox="696 397 1216 426">Originate and update technical documentation.</p> <p data-bbox="696 467 1133 496">Merge with teams to integrate systems.</p> <p data-bbox="696 537 1341 566">Generate visualizations and reports for requested projects.</p> <p data-bbox="696 608 1404 636">Manage and support data analytics platforms like MicroStrategy.</p> <p data-bbox="696 678 1391 707">Develop and implement database queries and conduct analysis.</p> <p data-bbox="696 748 1133 777">Analyze and update existing BI systems.</p>

Job Code	Job Title	Responsibilities
14008	C++ Developer	<p data-bbox="696 188 1249 215">Designing and writing code in an efficient manner.</p> <p data-bbox="696 260 1487 287">Listing down the requirements and specifications from the stakeholders.</p> <p data-bbox="696 331 1323 359">Working smoothly with the Software Development team.</p> <p data-bbox="696 403 1256 430">Supervising software deployment across platforms.</p> <p data-bbox="696 475 1223 502">Maintaining, optimizing, and updating software.</p> <p data-bbox="696 547 1469 574">Attending meetings with Software Developers and Software Engineers.</p> <p data-bbox="696 619 1532 646">Suggesting improvements on current software framework and maintenance.</p> <p data-bbox="696 691 1339 718">Identifying bugs and bottlenecks in software development.</p> <p data-bbox="696 762 1391 790">Preparing and implementing performance and quality modules.</p> <p data-bbox="696 834 1509 861">Staying up to date with the latest developments in software development.</p>

Job Code	Job Title	Responsibilities
14009	Chief Technology Officer	<p data-bbox="696 186 1518 215">Monitor the technology standard and control the company's infrastructure.</p> <p data-bbox="696 256 1458 285">Establish and analyze target markets and take the required measures.</p> <p data-bbox="696 327 2069 355">Work in coherence with the Chief Information Officer and communicate about technological performance in the organization.</p> <p data-bbox="696 397 1823 426">Manages day to day Information Technology budget to avoid unnecessary and unwanted expenditures.</p> <p data-bbox="696 467 1469 496">Develops strategies to improve the technical assets of the organization</p> <p data-bbox="696 537 1520 566">Use technology development in a most secure, efficient and profitable way.</p> <p data-bbox="696 608 1532 636">Evaluate technical efficiency on a regular basis and make necessary changes.</p> <p data-bbox="696 678 1323 707">Present the technological agenda to the leadership team.</p> <p data-bbox="696 748 1693 777">Assist the Human Resources Department in training and hiring decisions of new employees.</p> <p data-bbox="696 818 1630 847">Evaluates the latest trends in technology and presents recommendations accordingly.</p>

Job Code	Job Title	Responsibilities
14010	Cloud Engineer	<p data-bbox="698 186 1178 215">Planning and creating cloud-based solutions</p> <p data-bbox="698 256 1637 285">Testing and documenting the best practices and techniques for software development</p> <p data-bbox="698 327 1554 355">Using cloud technologies that are in accordance with the company's guidelines</p> <p data-bbox="698 397 1487 426">Ensuring the cloud-based application performs well and offers scalability</p> <p data-bbox="698 467 2018 534">Using scalable computing resources via cloud environments like Amazon web services, Microsoft Azure, and Google cloud platform</p> <p data-bbox="698 576 1536 604">Creating and implementing public cloud services to help clients work smarter</p> <p data-bbox="698 646 1364 675">Deploying and debugging any cloud-based issues and glitches</p> <p data-bbox="698 716 1626 745">Collaborating with the Engineering team to improve the efficiency of existing systems</p> <p data-bbox="698 786 1637 815">Developing cloud infrastructures for better data center management and cost-efficacy</p> <p data-bbox="698 857 1462 885">Collaborating with the System Engineers in designing the final product</p>

Job Code	Job Title	Responsibilities
14011	Cyber Security Engineer	<p data-bbox="698 186 1272 215">Planning and developing effective security measures</p> <p data-bbox="698 256 1568 285">Identifying, analyzing, and troubleshooting system errors and network breaches</p> <p data-bbox="698 327 1142 355">Ensuring the organization's data security</p> <p data-bbox="698 397 1487 426">Implementing appropriate security controls to protect the infrastructure</p> <p data-bbox="698 467 1167 496">Checking and testing system vulnerabilities</p> <p data-bbox="698 537 1066 566">Building and maintaining firewalls</p> <p data-bbox="698 608 1025 636">Developing security strategies</p> <p data-bbox="698 678 1055 707">Undertaking system integrations</p> <p data-bbox="698 748 1485 777">Reporting system attacks and developing appropriate defense measures</p> <p data-bbox="698 818 1137 847">Establishing cybersecurity best practices</p> <p data-bbox="698 888 1478 917">Maintaining an accurate documentation of all cybersecurity procedures</p> <p data-bbox="698 959 990 987">Evaluating system changes</p> <p data-bbox="698 1029 1182 1058">Leading cybersecurity setups and operations</p> <p data-bbox="698 1099 1460 1128">Coordinating with the team members and providing technical support</p>

Job Code	Job Title	Responsibilities
14012	Data Analyst	<p>Extract, scrutinize and sort out relevant data</p> <p>Assess and monitor data quality with the help of initial test runs</p> <p>Establish automated data processes and track key performance indicators (KPI)</p> <p>Record business requirements and conduct surveys using the available data</p> <p>Interpret data using various data analysis tools</p> <p>Generate data graphs, visualization, and dashboards</p> <p>Draw inferences and provide insights in the form of reports or presentations</p> <p>Stay updated about best data science practices and techniques</p>
14013	Data Architect	<p>Designing and implementing efficient data platforms and models to store and retrieve big data</p> <p>Analyzing data models as per requirements</p> <p>Developing database from the existing data and checking it for errors</p> <p>Evaluating and designing data models efficiently and making optimization recommendations</p> <p>Interacting and working closely with other IT units to improve computing environment</p> <p>Identifying and recognizing probable areas that need changes in order to improve data structure</p> <p>Establishing logical atmosphere for size-able data models for large application</p> <p>Determining analytical and effective data design for cutting-edge business solution</p> <p>Managing data for rapidly changing database models and enterprise architecture</p> <p>Be updated with latest trends and technology practices</p>

Job Code	Job Title	Responsibilities
14014	Data Manager	<p>Create and implement policies for effective data management and information systems.</p> <p>Formulate the right techniques that provide quality data collection to ensure accuracy, adequacy, and authenticity of data.</p> <p>Secure devices and enforce procedures for data analysis and handling technical aspects with attention.</p> <p>Establish procedures and protocols for data sharing with senior management and external stakeholders.</p> <p>Support the team members in the daily use of data systems and make sure the adherence is as per the company and legal standards.</p> <p>Help with data and report extraction when required.</p> <p>Troubleshoot issues and authorize modifications or maintenance.</p>
14015	Data Scientist	<p>Ally with engineering and product development teams.</p> <p>Suggest solutions and strategies to business challenges.</p> <p>Present information using data visualization techniques.</p> <p>Produce predictive and machine learning rules Integrate models through ensemble modeling.</p> <p>Manage the processing of structured and unstructured data.</p> <p>Examine large amount of information to discover new patterns and trends.</p> <p>Recognize valuable data sources and automate collection procedure.</p> <p>Work closely with Data Engineer to analyze data to conduct statistical analysis.</p>

Job Code	Job Title	Responsibilities
14016	Database Manager	<p data-bbox="698 186 1447 215">Planning and implementing best practices and new database designs</p> <p data-bbox="698 256 1509 285">Checking software and hardware requirements and upgrading if necessary</p> <p data-bbox="698 327 1675 355">Coordinating with the development and programming team to troubleshoot urgent issues</p> <p data-bbox="698 397 1518 426">Communicating any serious issues or difficulties to the Senior Management</p> <p data-bbox="698 467 1523 496">Creating and maintaining data storage and retrieval policies and procedures</p> <p data-bbox="698 537 1388 566">Reviewing and enhancing the performance of existing database</p> <p data-bbox="698 608 1223 636">Overseeing daily operations and team members</p> <p data-bbox="698 678 1252 707">Analyzing and preparing daily performance reports</p> <p data-bbox="698 748 1182 777">Testing new changes in the database system</p> <p data-bbox="698 818 1294 847">Ensuring compliance with legal rules and requirements</p> <p data-bbox="698 888 1442 917">Ensuring backup and security of any confidential and important data</p> <p data-bbox="698 959 1397 987">Monitoring and developing data entry procedures and protocols</p> <p data-bbox="698 1029 1072 1058">Performing timely system updates</p> <p data-bbox="698 1099 1081 1128">Training and managing new IT staff</p>

Job Code	Job Title	Responsibilities
14017	DevOps Architect	<p data-bbox="698 186 1272 215">Simplifying the development process and operations</p> <p data-bbox="698 256 1323 285">Analyzing any setbacks or shortcomings in the operations</p> <p data-bbox="698 327 1151 355">Developing appropriate DevOps channels</p> <p data-bbox="698 397 1514 426">Setting up a continuous build environment to boost software development</p> <p data-bbox="698 467 1440 496">Designing and delivering efficient and comprehensive best practices</p> <p data-bbox="698 537 1196 566">Reviewing and managing technical operations</p> <p data-bbox="698 608 1319 636">Analyzing and streamlining the existing DevOps practices</p> <p data-bbox="698 678 1211 707">Monitoring and guiding the development team</p> <p data-bbox="698 748 1451 777">Using the right tools and techniques to automate technical processes</p> <p data-bbox="698 818 1077 847">Handling all deployment processes</p> <p data-bbox="698 888 1352 917">Minimizing failures and troubleshooting any technical issues</p> <p data-bbox="698 959 1149 987">Implementing effective DevOps solutions</p> <p data-bbox="698 1029 1178 1058">Ensuring all systems are secure and scalable</p>

Job Code	Job Title	Responsibilities
14018	Front-end Developer	<p>Work closely with our Design team to understand the design and UI/UX requirements better.</p> <p>Maintain and improve the presentability of our website and web applications.</p> <p>Optimize the design of web applications for robust user experience.</p> <p>Collaborate with graphic designers and back-end developers to improve usability.</p> <p>Acquire feedback from customers and users to build viable solutions.</p> <p>Write functional requirement guides and documents.</p> <p>Create quality prototypes and templates for the client approvals.</p> <p>Ensure brand consistency and high-quality graphics standards.</p> <p>Stay updated on the latest technologies.</p>
14019	Game Developer	<p>Understand the game specifications and design 3d models</p> <p>Design and develop efficient code using the desired programming languages</p> <p>Review, record, and test your code to identify bugs and problems</p> <p>Interact with developers, artists, animation developers, and other team members to finalise a good video game design</p> <p>Provide solutions for complex technical problems and debug them systematically</p> <p>Document technical specifications and procedures</p> <p>Ensure the delivery of quality product within the scheduled timeline</p> <p>Follow and stay updated about latest developments of the game industry</p>

Job Code	Job Title	Responsibilities
14020	Game Programmer	<p data-bbox="698 186 1126 215">Conceptualizing game and design ideas</p> <p data-bbox="698 256 1731 285">Collaborating with the Game Developer and VFX Artist to complete the project within schedule</p> <p data-bbox="698 327 1218 355">Converting game concepts into interactive code</p> <p data-bbox="698 397 1043 426">Designing gameplay prototypes</p> <p data-bbox="698 467 927 496">Creating storyboards</p> <p data-bbox="698 537 1339 566">Undertaking the animation of game characters and objects</p> <p data-bbox="698 608 1276 636">Handling user interface development and integration</p> <p data-bbox="698 678 1111 707">Developing design and audio features</p> <p data-bbox="698 748 969 777">Testing game prototypes</p> <p data-bbox="698 818 1160 847">Debugging games and resolving any issues</p> <p data-bbox="698 888 1467 917">Documenting the entire game development cycle and technical details</p> <p data-bbox="698 959 1310 987">Implementing game software and validation procedures</p>

Job Code	Job Title	Responsibilities
14021	iOS Developer	<p>Design and create high-level iOS applications for mobile devices.</p> <p>Use core data core animation for the iOS framework.</p> <p>Work closely with the team of android and ios developer.</p> <p>Monitor the performance of apps and make improvements as required.</p> <p>Identify and fix bugs.</p> <p>Write and maintain codes.</p> <p>Research continuously and acquire the latest technologies for maximum efficiency.</p>
14022	IT Consultant	<p>Understand business objectives and customer requirements.</p> <p>Provide strategic advice on how using technology can help achieve business goals.</p> <p>Manage IT initiatives and collaborate with in-house technical support for hardware, software, and network configurations.</p> <p>Design networks and IT systems ensuring accurate architecture and functionality.</p> <p>Train users in new, as well as, existing IT systems.</p> <p>Support the latest technology and its implementation.</p> <p>Provide assistance with technical issues to improve processes.</p> <p>Generate weekly, monthly and quarterly reports of ongoing projects.</p> <p>Provide suggestions and revise existing systems.</p>

Job Code	Job Title	Responsibilities
14023	IT Coordinator	<p data-bbox="696 188 1435 215">Provide technical assistance and training for networks and systems.</p> <p data-bbox="696 260 1249 287">Provide advice on the most appropriate IT choices.</p> <p data-bbox="696 331 1789 359">Institute standard protocols for the use of Information Technology across projects and departments.</p> <p data-bbox="696 403 1272 430">Install, as well as, configure programs and hardware.</p> <p data-bbox="696 475 1301 502">Monitor systems as well as the network's performance.</p> <p data-bbox="696 547 1364 574">Perform repairs, troubleshoot and work on data restorations.</p> <p data-bbox="696 619 1155 646">Work on performance maintenance tasks.</p> <p data-bbox="696 691 1171 718">Maintain upgrades and licensing schedules.</p> <p data-bbox="696 762 1711 790">Collaborate with other members of the team to maintain utmost functionality and standards.</p> <p data-bbox="696 834 1357 861">Act as a link between the users and the higher level support.</p>

Job Code	Job Title	Responsibilities
14024	IT Manager	<p data-bbox="698 186 1290 215">Conducting computer system and data security checks</p> <p data-bbox="698 256 1240 285">Identifying and conducting software development</p> <p data-bbox="698 327 1671 355">Developing strategies, policies, and procedures for the effective functioning of IT systems</p> <p data-bbox="698 397 1077 426">Hiring and training new employees</p> <p data-bbox="698 467 1124 496">Conducting workshops for skill building</p> <p data-bbox="698 537 1352 566">Analyzing computer networks and performing regular audits</p> <p data-bbox="698 608 1144 636">Preparing regular IT performance reports</p> <p data-bbox="698 678 1823 707">Determining and communicating project timelines to the clients, senior management, and stakeholders</p> <p data-bbox="698 748 1256 777">Managing the allocation of resources and IT budget</p> <p data-bbox="698 818 1361 847">Leading and assigning project managers to different projects</p> <p data-bbox="698 888 1330 917">Reviewing and performing upgrades and new installations</p> <p data-bbox="698 959 1330 987">Identifying and troubleshooting hardware/software issues</p> <p data-bbox="698 1029 1379 1058">Communicating with computer programmers for data backups</p> <p data-bbox="698 1099 1099 1128">Testing new IT software and systems</p>

Job Code	Job Title	Responsibilities
14025	Java Developer	<p data-bbox="698 186 1352 215">Identify and examine user requirements for a better output.</p> <p data-bbox="698 256 1603 285">Prioritize, specify and perform tasks all through the software development process.</p> <p data-bbox="698 327 1016 355">Develop Java EE applications.</p> <p data-bbox="698 397 1729 426">Write efficient, well-designed code modules and incorporate the same in the existing modules.</p> <p data-bbox="698 467 1532 496">Review, test and debug the code written by you before sending it for testing.</p> <p data-bbox="698 537 1565 566">Design database architecture and implement the same in software applications.</p> <p data-bbox="698 608 1279 636">Schedule the product launch with the internal teams.</p> <p data-bbox="698 678 1296 707">Document the entire design and development process.</p> <p data-bbox="698 748 1809 777">Ensure all the applications are properly designed and adheres to the client requirement specifications.</p> <p data-bbox="698 818 1061 847">Follow standard coding practices.</p>

Job Code	Job Title	Responsibilities
14026	Java Software Engineer	<p data-bbox="698 186 1379 215">Suggesting and designing software implementation flowcharts</p> <p data-bbox="698 256 1140 285">Assessing user and system requirements</p> <p data-bbox="698 327 1377 355">Illustrating software issues to the software development team</p> <p data-bbox="698 397 1397 426">Writing scalable java codes based on the provided specifications</p> <p data-bbox="698 467 1249 496">Developing java-based and friendly user interfaces</p> <p data-bbox="698 537 1350 566">Actively participating in the software development life cycle</p> <p data-bbox="698 608 1135 636">Executing and prioritizing assigned tasks</p> <p data-bbox="698 678 1144 707">Designing detailed database architecture</p> <p data-bbox="698 748 1339 777">Conducting testing and debugging of software applications</p> <p data-bbox="698 818 1245 847">Verifying software functionality and security areas</p> <p data-bbox="698 888 1435 917">Communicating project goals and timelines with the team members</p> <p data-bbox="698 959 1099 987">Undertaking optimization of systems</p>

Job Code	Job Title	Responsibilities
14027	JavaScript Developer	<p data-bbox="698 186 1256 215">Developing and maintaining user interface features</p> <p data-bbox="698 256 1122 285">Maintaining a record of reusable codes</p> <p data-bbox="698 327 1787 355">Coordinating with UI/UX Designers to ensure UI/UX designs are technically workable and interactive</p> <p data-bbox="698 397 1852 426">Using programming languages like HTML, CSS to enhance applications performance, speed, and scalability</p> <p data-bbox="698 467 1128 496">Validating and implementing user input</p> <p data-bbox="698 537 1868 566">Coordinating with Front End Web Developers to enhance the performance of all front end web applications</p> <p data-bbox="698 608 1366 636">Reviewing and modifying the designs of complex applications</p> <p data-bbox="698 678 1744 707">Analyzing and fixing any software risks and problems in coordination with the Software Engineer</p> <p data-bbox="698 748 1765 777">Communicating with Backend Developers to ensure complete functionality of the web application</p> <p data-bbox="698 818 1375 847">Reviewing existing designs and modifying features accordingly</p> <p data-bbox="698 888 1355 917">Documenting any technical specifications for future projects</p> <p data-bbox="698 959 1473 987">Coordinating with the agile team members to execute ongoing projects</p>

Job Code	Job Title	Responsibilities
14028	jQuery Developer	<p data-bbox="698 186 1420 215">Ensuring the technical feasibility of UX/UI designs and applications</p> <p data-bbox="698 256 1323 285">Developing easy to use product features and applications</p> <p data-bbox="698 327 1099 355">Creating reusable codes and libraries</p> <p data-bbox="698 397 1413 426">Troubleshooting issues and debugging to maintain code efficiency</p> <p data-bbox="698 467 1487 496">Coordinating with Frontend Developers to establish user-facing modules</p> <p data-bbox="698 537 1413 566">Performing integration testing and writing UI for future reference</p> <p data-bbox="698 608 1274 636">Optimizing web applications for speed and scalability</p> <p data-bbox="698 678 1444 707">Regularly checking team performance and suggesting improvements</p> <p data-bbox="698 748 1341 777">Manipulating, structuring and styling DOM using JavaScript</p> <p data-bbox="698 818 1155 847">Using Ajax in developing web applications</p> <p data-bbox="698 888 1561 917">Developing web applications adhering to industry standards, and best practices</p>

Job Code	Job Title	Responsibilities
14029	Mobile App Developer	<p>Analyze the requirements and propose the best possible solutions.</p> <p>Plan, implement and manage new projects and build mobile applications.</p> <p>Develop APIs for mobile functionality support and better user performance.</p> <p>Provide support during the entire application development process.</p> <p>Collaborate with the team to constantly innovate the design and functionality of apps</p> <p>Troubleshoot and debug apps and handle it over to testers for better performance.</p> <p>Update the apps according to the latest technology trends.</p> <p>Work closely with the product development team that is with other iOS Developers and Android Developers.</p> <p>Communicate with the client to understand their needs and user experiences.</p> <p>Build mobile applications for Android, iOS, Symbian, Windows Mobile, Windows Phone or other mobile platforms.</p> <p>Write unit and UI tests to identify malfunctions.</p> <p>Research and propose new mobile apps and products.</p> <p>Follow standard coding practices while writing code.</p>

Job Code	Job Title	Responsibilities
14030	Network Administrator	<p data-bbox="698 186 2067 252">Install, configure and maintain local area network software and hardware services including servers, personal computers, and printers.</p> <p data-bbox="698 296 1357 323">Create and manage network users, directories, and backups.</p> <p data-bbox="698 368 1688 395">Provide support to network users to access resources available on network and operations.</p> <p data-bbox="698 440 1480 467">Be responsible for server support and maintenance of cloud computing.</p> <p data-bbox="698 512 1722 539">Set-up and configure computer applications including MS Office, emails, and internet settings.</p> <p data-bbox="698 584 1173 611">Repair and upgrade servers and computers.</p> <p data-bbox="698 655 1469 683">Stay aware of industry trends and acquire relevant training in the field.</p>

Job Code	Job Title	Responsibilities
14031	Network Technician	<p data-bbox="698 186 1301 215">Designing, installing, and managing computer networks</p> <p data-bbox="698 256 1330 285">Identifying and troubleshooting system errors and failures</p> <p data-bbox="698 327 1218 355">Inspecting LAN/WAN infrastructure and devices</p> <p data-bbox="698 397 1021 426">Fixing minor network glitches</p> <p data-bbox="698 467 1106 496">Testing and configuring new software</p> <p data-bbox="698 537 1099 566">Undertaking timely hardware repairs</p> <p data-bbox="698 608 1509 636">Evaluating and improving network infrastructure based on its performance</p> <p data-bbox="698 678 1122 707">Scheduling upgrades and data backups</p> <p data-bbox="698 748 1386 777">Offering technical support and directions to the team members</p> <p data-bbox="698 818 1319 847">Ensuring smooth network connectivity and its operations</p> <p data-bbox="698 888 1032 917">Performing maintenance tasks</p> <p data-bbox="698 959 1223 987">Maintaining a record of network documentation</p> <p data-bbox="698 1029 1137 1058">Managing network directories and users</p>

Job Code	Job Title	Responsibilities
14032	PHP Developer	<p>Collaborate with the team members to understand the client requirements.</p> <p>Coordinate with the design team for the mockups and wireframes.</p> <p>Write clean and well-structured codes.</p> <p>Produce detailed technical product descriptions.</p> <p>Troubleshoot, test and maintain the core product software along with the databases to ensure strong functionality and optimization.</p> <p>Contribute to all the software development phases.</p> <p>Follow the industry's best practices for writing clean code.</p> <p>Develop and deploy the latest features that facilitate the relevant tools and procedures if required.</p> <p>Improve the code-base of our products in a significant manner.</p>
14033	Product Manager	<p>Identify customer requirements through research data and analysis</p> <p>Identify product specifications according to customers' demands</p> <p>Establish long term goals to develop effective product model and strategy</p> <p>Communicate your product development and marketing strategies to all relevant department</p> <p>Conduct product comparison with existing products and work for the improved and additional features</p> <p>Evaluate competitors, markets and customers critically</p> <p>Conduct business analysis to evolve a better road-map for product promotion</p> <p>Keep a record of customer feedback and user data for further reference</p> <p>Document performance and impact of the product in terms of business revenue and profit</p>

Job Code	Job Title	Responsibilities
14034	Project Manager	<p>Manage in-house resources and third parties/merchants for the perfect accomplishment of projects.</p> <p>Make sure that all projects are completed on time, within the scope and budget.</p> <p>Making project scopes and goals, including all significant stakeholders.</p> <p>Make sure of resource accessibility and provision.</p> <p>Form a thorough project plan to keep a record of overall progress.</p> <p>Use suitable techniques to accomplish variations in project scope, schedule, and costs.</p> <p>Manage project performance using suitable methods, tools, and techniques.</p> <p>Report to administration when needed.</p> <p>Manage the association with the customer and all stakeholders.</p> <p>Form a risk management plan to reduce project risks.</p> <p>Create and uphold relations with third parties/vendors.</p> <p>Prepare and compile detailed project documentation.</p>

Job Code	Job Title	Responsibilities
14035	QA Automation Engineer	<p data-bbox="696 188 1146 217">Planning and prioritizing testing activities</p> <p data-bbox="696 260 1426 288">Coordinating with the Design team to discuss verification protocols</p> <p data-bbox="696 331 1514 360">Helping identify weaknesses and problem areas in the software application</p> <p data-bbox="696 403 1223 432">Suggesting automated software test procedures</p> <p data-bbox="696 475 1263 504">Tracking software bugs and investigating the causes</p> <p data-bbox="696 547 994 576">Pointing out problem areas</p> <p data-bbox="696 619 1014 647">Preparing automation scripts</p> <p data-bbox="696 691 1503 719">Communicating with the QA Engineer to implement software applications</p> <p data-bbox="696 762 1368 791">Designing and handling the installation of software databases</p> <p data-bbox="696 834 1184 863">Troubleshooting automation software issues</p> <p data-bbox="696 906 1431 935">Coordinating with the System Analyst to finalize system procedures</p> <p data-bbox="696 978 1014 1007">Creating test plans and cases</p> <p data-bbox="696 1050 1032 1078">Preparing detailed test reports</p> <p data-bbox="696 1121 1032 1150">Prioritizing and executing tests</p>

Job Code	Job Title	Responsibilities
14036	QA Engineer	<p data-bbox="696 186 1368 215">Managing the testing initiatives and automation of strategies.</p> <p data-bbox="696 256 1469 285">Ensuring the project is tested end-to-end before the software delivery.</p> <p data-bbox="696 327 1630 355">Collaborating with QA testing and other members of the scrum teams when required.</p> <p data-bbox="696 397 1554 426">Writing technical specifications of the project and technical design documents.</p> <p data-bbox="696 467 1700 496">Planning and coordinating the testing processes to ensure the software is running smoothly.</p> <p data-bbox="696 537 1453 566">Working in an agile environment and following the best QA practices.</p> <p data-bbox="696 608 1413 636">Creating comprehensive and well-structured test plans and cases.</p> <p data-bbox="696 678 1973 707">Performing functional testing, regression testing, integration testing, and re-testing of internal and external products.</p> <p data-bbox="696 748 1435 777">Identifying and recording the bugs and taking measures to fix them.</p> <p data-bbox="696 818 1615 847">Coordinating with software development teams to determine system requirements.</p> <p data-bbox="696 888 1218 917">Evaluating the results of the debugging process.</p> <p data-bbox="696 959 1308 987">Staying abreast of the latest testing tools and strategies.</p>

Job Code	Job Title	Responsibilities
14037	QA Tester	<p data-bbox="696 188 1182 215">Running and testing new apps and software.</p> <p data-bbox="696 260 1525 287">Executing all levels of QA tests that are System, Integration, and Regression.</p> <p data-bbox="696 331 1883 359">Developing test design, test process, test data, test automation, and test cases and prioritizing test activities.</p> <p data-bbox="696 403 1939 430">Analyzing the system and ensuring the test strategy is aligned with the requirements of the development process.</p> <p data-bbox="696 475 2092 534">Executing and clearly documenting test plans (not just the test cases) for the module covering all aspects of testing for software quality.</p> <p data-bbox="696 579 1509 606">Identifying bugs and creating reports to highlight the status of all modules.</p> <p data-bbox="696 651 1447 678">Updating all bug databases with accurate and complete information.</p> <p data-bbox="696 722 1171 750">Running debug programs to fix the defects.</p> <p data-bbox="696 794 2007 853">Coordinating with the development team of Software QA Engineers and Software Test Manager for the development of effective test plans and strategies.</p> <p data-bbox="696 898 1603 925">Making improvements to the system throughout the software development phase.</p> <p data-bbox="696 970 1267 997">Dealing with the maintenance of test environments.</p>

Job Code	Job Title	Responsibilities
14038	Ruby on Rails Developer	<p data-bbox="696 188 1126 213">Architect and install new infrastructure</p> <p data-bbox="696 260 1236 285">Design and build reusable and efficient ruby code</p> <p data-bbox="696 331 1066 357">Plan and implement new features</p> <p data-bbox="696 403 1263 429">Integrate data sources and databases in one system</p> <p data-bbox="696 475 1308 501">Identify the bugs and propose the solution for problems</p> <p data-bbox="696 547 1767 572">Interact with stakeholders to express and present platform proficiency according to their practices</p> <p data-bbox="696 619 1794 644">Collaborate with Graphic Designers and UI Designers to understand the product requirements better</p> <p data-bbox="696 691 1348 716">Design and develop new software applications from scratch</p> <p data-bbox="696 762 999 788">Maintain and manager APIs</p> <p data-bbox="696 834 1323 860">Test the ruby code for bugs and resolve them accordingly</p> <p data-bbox="696 906 1469 932">Stay updated about latest developments in Ruby on Rails programming</p>

Job Code	Job Title	Responsibilities
14039	Scrum Master	<p data-bbox="696 186 1115 215">Managing project timelines and scope</p> <p data-bbox="696 260 1229 288">Conducting stand-up and retrospective meetings</p> <p data-bbox="696 333 1263 362">Developing and organizing sprint planning meetings</p> <p data-bbox="696 406 1406 435">Teaching agile frameworks and methodologies to team members</p> <p data-bbox="696 480 1570 509">Facilitating improved performance, better creativity, and effective collaboration</p> <p data-bbox="696 553 1077 582">Promoting internal communication</p> <p data-bbox="696 627 1279 655">Communicating project timelines with the customers</p> <p data-bbox="696 700 1211 729">Undertaking any new requests from the clients</p> <p data-bbox="696 774 1016 802">Handling backlogs effectively</p> <p data-bbox="696 847 1137 876">Resolving conflicts and project obstacles</p> <p data-bbox="696 920 1323 949">Offering clients deliverables that match quality standards</p> <p data-bbox="696 994 1375 1023">Helping the development team achieve higher scrum maturity</p> <p data-bbox="696 1067 1137 1096">Facilitating a positive work environment</p> <p data-bbox="696 1141 1151 1169">Clearing impediments for the scrum team</p>

Job Code	Job Title	Responsibilities
14040	Senior Network Engineer	<p>Design and deploy functional networks such as LAN, WAN, and WLAN.</p> <p>Configure and install servers, software, routers, and several other networking devices.</p> <p>Monitor network performance on a regular basis.</p> <p>Resolve support issues that have escalated via the local infrastructure or troubleshoot the cloud.</p> <p>Automate tasks and monitor their effectiveness.</p> <p>Mentor the team members on different technical issues.</p> <p>Create, test and oversee security measures by implementing network enhancements.</p> <p>Communicate with the users as and when required.</p> <p>Maintain and update the technical reports on a timely basis.</p> <p>Suggest improvements to boost the network's capacity, performance, and scalability.</p> <p>Be updated about the latest developments in network technologies.</p>

Job Code	Job Title	Responsibilities
14041	Senior Product Manager	<p>Research and understand the market and create product requirements specification</p> <p>Determine product market demands and establish long term goals to develop the product strategy</p> <p>Maintain workable interaction with the clients as well as team members</p> <p>Communicate product features and functions to cross functional teams at all levels clearly</p> <p>Be an active participant in the product development lifecycle</p> <p>Manage product lifecycle from planning to development and address the issues</p> <p>Ensure the availability of all the required resources to create training and technical services</p> <p>Create promotion strategies through advertisements to highlight core features of the product</p> <p>Stay updated about the latest SaaS products available in market</p>
14042	Senior Software Engineer	

Job Code	Job Title	Responsibilities
14043	Senior Web Developer	<p data-bbox="696 188 1249 215">Develop superior software architecture and design</p> <p data-bbox="696 260 1615 287">Identify, prioritize and properly execute activities in the software development cycle</p> <p data-bbox="696 331 1451 359">Develop software solutions by studying new technologies, if required</p> <p data-bbox="696 403 1406 430">Develop applications and tools by producing efficient, clean code</p> <p data-bbox="696 475 1397 502">Automate tasks via appropriate scripting and development tools</p> <p data-bbox="696 547 1155 574">Review and debug code on a regular basis</p> <p data-bbox="696 619 1361 646">Conduct system analysis to determine possibility of upgrades</p> <p data-bbox="696 691 1160 718">Perform validation and verification testing</p> <p data-bbox="696 762 1554 790">Collaborate with the vendors and the internal teams to improvise the products</p> <p data-bbox="696 834 1429 861">Document the software development phases and examine systems</p> <p data-bbox="696 906 1574 933">Ensure that the program is up-to-date with the latest programming technologies</p> <p data-bbox="696 978 1464 1005">Ensure the agile processes improves operations and team productivity</p> <p data-bbox="696 1050 1191 1077">Stay up-to-date with latest technology trends</p>

Job Code	Job Title	Responsibilities
14044	Software Architect	<p>Determine business requirements and design a complete system based on those requirements.</p> <p>Design and implement software solutions.</p> <p>Select high level decision design choices in order to cover all the technical standards.</p> <p>Develop and monitor end to end integrated system performance of software applications.</p> <p>Execute test runs in order to check the software on a regular basis.</p> <p>Develop policies for a standardized manual for users.</p> <p>Evaluate cost analysis and maintain the system's performance.</p> <p>Recommend new reliable architecture to meet upcoming challenges.</p>
14045	Software Developer	<p>Understand the client requirements and plan out your approach towards software development.</p> <p>Work closely with a team of developers to design flowcharts and algorithms.</p> <p>Produce efficient and clean codes based on the given requirements.</p> <p>Integrate third-party programs and software components to the existing code.</p> <p>Verify and deploy systems and programs.</p> <p>Troubleshoot, debug and upgrade the existing programs to ensure the effectiveness of the software components.</p> <p>Gather and evaluate user feedback. Make the required changes accordingly.</p> <p>Recommend and execute improvements in the existing software programs.</p> <p>Create technical reports for references.</p>

Job Code	Job Title	Responsibilities
14046	Software Engineer	<p data-bbox="698 186 1809 215">Follow and develop an Information system via technical design, develop and install software solutions.</p> <p data-bbox="698 256 1305 285">Follow and execute the software development lifecycle.</p> <p data-bbox="698 327 1115 355">Maintain and follow coding standards.</p> <p data-bbox="698 397 2040 426">Prepare and determine operational feasibility via evaluating system analysis, problem definition and solution development.</p> <p data-bbox="698 467 1861 496">Report the proposed solutions with documentation, flowcharts, diagrams, code comments, and clear code.</p> <p data-bbox="698 537 1160 566">Write an efficient and well-designed code.</p> <p data-bbox="698 608 1711 636">Focus on the development of permanent solutions to issues and automation of manual tasks.</p> <p data-bbox="698 678 1364 707">Collaborate with the team of software developers/engineers.</p> <p data-bbox="698 748 1552 777">Troubleshoot issues and work with others to avoid these glitches in the future.</p> <p data-bbox="698 818 1234 847">Provide support to users and analyze their issues.</p> <p data-bbox="698 888 1438 917">Perform tuning, improvement, balancing, usability, and automation.</p> <p data-bbox="698 959 1126 987">Run test cases in an Agile environment.</p> <p data-bbox="698 1029 1874 1058">Present suggestions for continuous improvement of the software applications on various operating systems.</p> <p data-bbox="698 1099 1245 1128">Comply with industry standards and project plans.</p>

Job Code	Job Title	Responsibilities
14047	Software Security Engineer	<p data-bbox="696 186 1406 215">Implement, run and control innovative software security systems</p> <p data-bbox="696 260 1576 288">Collaborate with Software Engineers on a regular basis to ensure system security</p> <p data-bbox="696 333 1933 362">Carry out testing of the already implemented security system and evaluate the code to increase software security</p> <p data-bbox="696 406 1435 435">Identify and troubleshoot security issues and fix problems that arise</p> <p data-bbox="696 480 1794 509">Make engineering proposals for innovative software solutions to support alleviate security exposures</p> <p data-bbox="696 553 1285 582">Contribute to all planes of the design and architecture</p> <p data-bbox="696 627 1059 655">Keep up practical documentation</p> <p data-bbox="696 700 1232 729">Check with team fellows on safe coding practices</p> <p data-bbox="696 774 1592 802">Develop an understanding with new tools and techniques as well as best practices</p>

Job Code	Job Title	Responsibilities
14048	Subject Matter Expert	<p>Analyzing technical requirements of the organization and making recommendations</p> <p>Planning and implementing the development of technical and software solutions</p> <p>Overseeing the testing of recommended software solutions</p> <p>Evaluating business processes and suggesting improvement measures</p> <p>Providing mentorship and technical consultation whenever needed</p> <p>Examining software development requirements</p> <p>Assessing the Developers during software development processes</p> <p>Ensuring all technical solutions meet the specified requirements</p> <p>Maintaining and updating manuals and reference documents</p> <p>Explaining relevant technical information to stakeholders</p> <p>Verifying and documenting executed test results</p> <p>Providing feedback on IT operations and ongoing projects to the Project Manager and Product Manager</p>

Job Code	Job Title	Responsibilities
14049	System Administrator	<p data-bbox="696 186 1346 215">Install and configure new software hardware and networks.</p> <p data-bbox="696 256 1104 285">Monitor and analyze the system logs.</p> <p data-bbox="696 327 1267 355">Perform the task of server deployment and security.</p> <p data-bbox="696 397 1364 426">Maintain network segments and intrusion detection systems.</p> <p data-bbox="696 467 1731 496">Establish and maintain system performance and specifications according to industry standards.</p> <p data-bbox="696 537 1429 566">Identify and investigate potential issues with overall system health.</p> <p data-bbox="696 608 1350 636">Apply operating system updates and configuration changes.</p> <p data-bbox="696 678 2002 707">Interact with the support team and help desk to assist them in troubleshooting and provide necessary technical support</p> <p data-bbox="696 748 1435 777">Develop and maintain system infrastructure always up and running.</p>

Job Code	Job Title	Responsibilities
14050	System Analyst	<p>Evaluate system requirements and technical needs</p> <p>Understand the software, hardware and other requirements of the project</p> <p>Devise and plan end to end system flow</p> <p>Test the existing programs on various operating systems to validate results</p> <p>Conduct automation tests to ensure that the application performs well in any working environment</p> <p>Control and coordinate the solution specifications with programs</p> <p>Ensure viable solutions with system manuals and guidelines for users</p> <p>Interact with Business Analyst, IT team and Project Manager to improve the efficiency of the system</p> <p>Maintain record and document feedback about overall performance and issues</p> <p>Stay updated about new market trends</p>

Job Code	Job Title	Responsibilities
14051	System Security Engineer	<p>Engineer, enforce, and monitor security measures for securing the systems, information, and networks</p> <p>Identify and define the right system security requirements</p> <p>Design an accurate computer security framework and develop comprehensive cybersecurity designs</p> <p>Prepare and document standard operating protocols and procedures</p> <p>Configure, as well as, troubleshoot the entire security structure and related devices</p> <p>Identify the security issues in the systems and take appropriate measures to resolve them</p> <p>Spot security breaches in sensitive data and resolve them immediately</p> <p>Develop appropriate technical solutions along with the latest security tools that help mitigate security vulnerabilities and also help automate repeatable activities</p> <p>Generate comprehensive reports</p>
14052	Technical Architect	<p>Evaluate the high level requirements and specifications of the system along with its documentation.</p> <p>Design and develop strategies for efficient infrastructure for software development.</p> <p>Identify and suggest appropriate software and hardware along with integration techniques.</p> <p>Explain and communicate strategies to Software Architect, Development Teams and Project Manager.</p> <p>Ensure smooth functioning of the system following standard procedures and end to end integration points</p> <p>Provide support to developers in regards to the architect design for smooth business processes.</p>

Job Code	Job Title	Responsibilities
14053	Technical Lead	<p data-bbox="698 186 1106 215">Overseeing daily technical operations</p> <p data-bbox="698 260 1532 288">Assisting in training new employees and reviewing the high performing team</p> <p data-bbox="698 333 1563 362">Coordinating with the software development team in addressing technical debt</p> <p data-bbox="698 406 1299 435">Analyzing project briefs, requirements and deliverables</p> <p data-bbox="698 480 1160 509">Preparing and presenting progress reports</p> <p data-bbox="698 553 1211 582">Developing and assigning work schedules/tasks</p> <p data-bbox="698 627 1323 655">Liaising with the engineering team for project completion</p> <p data-bbox="698 700 1299 729">Reviewing ongoing operations and rectifying any issues</p> <p data-bbox="698 774 1469 802">Coordinating with the Engineering Manager and the Software Engineer</p> <p data-bbox="698 847 1464 876">Scheduling training sessions for new employees and the technical staff</p> <p data-bbox="698 920 1361 949">Notifying any technical problems to the engineer responsible</p> <p data-bbox="698 994 1308 1023">Communicating with the clients to ascertain their needs</p> <p data-bbox="698 1067 1386 1096">Checking and updating systems and software on a regular basis</p> <p data-bbox="698 1141 1167 1169">Conducting periodic security checks/audits</p>

Job Code	Job Title	Responsibilities
14054	Technical Writer	<p data-bbox="696 186 1525 215">Conduct in-depth analysis of the product and documentation requirements.</p> <p data-bbox="696 256 1722 285">Review the product samples and coordinate with Graphic Designers and Software Developers.</p> <p data-bbox="696 327 1637 355">Create highly technical documentation that meets the needs of its intended audience.</p> <p data-bbox="696 397 1912 426">Collaborate with the technical team to make the products easier to use by writing a simple instructions manual.</p> <p data-bbox="696 467 1301 496">Create tutorials to make users understand the product.</p> <p data-bbox="696 537 1229 566">Develop supporting documents for the products.</p> <p data-bbox="696 608 1346 636">Review the existing content and make changes as required.</p> <p data-bbox="696 678 1453 707">Research and develop technical design specifications and test scripts.</p>
14055	UI Developer	

Job Code	Job Title	Responsibilities
14056	Web Developer	<p>Using programming languages like HTML and Javascript to create responsive web pages</p> <p>Working closely with Designers and Backend Developers to ascertain client needs</p> <p>Optimizing websites, programs, and applications for better speed and functionality</p> <p>Creating aesthetically appealing websites along with a friendly user interface design</p> <p>Following established code practices when undertaking user interface development</p> <p>Designing features and applications for mobile and other screen sizes</p> <p>Coordinating with Front-end Developers to rectify any issues</p> <p>Gathering feedback from clients, technical staff and conducting troubleshooting procedures</p> <p>Developing functional documentation and guidelines for other team members</p> <p>Creating prototypes for testing website functionality</p> <p>Conceptualizing website designs and placements</p> <p>Determining project timelines</p> <p>Using analytical tools to determine website performance including website speed, load time, etc.</p> <p>Planning website layout</p>

Job Code	Job Title	Responsibilities
14057	Web Programmer	<p data-bbox="698 186 1391 215">Develop and maintain websites as well as software applications</p> <p data-bbox="698 256 1173 285">Develop content criteria and direct updates</p> <p data-bbox="698 327 1406 355">Interact with the team for addressing issues and resolve conflicts</p> <p data-bbox="698 397 1480 426">Ensure smooth functioning of websites and applications on all browsers</p> <p data-bbox="698 467 1115 496">Keep a record of data and backup files</p> <p data-bbox="698 537 1368 566">Analyze customer feedback and provide solutions accordingly</p> <p data-bbox="698 608 1099 636">Follow standard HTML, CSS practices</p> <p data-bbox="698 678 1800 707">Work in collaboration with the Design team to ensure sleek user interfaces and good user experience</p> <p data-bbox="698 748 1574 777">Incorporate the latest technologies to provide amazing applications and services</p>

Job Code	Job Title	Responsibilities
14058	Webmaster	<p data-bbox="698 186 1666 215">Monitor and analyze web presence performance (search engine traffic and conversation)</p> <p data-bbox="698 260 1547 288">Review SEO and update website content via the content management system.</p> <p data-bbox="698 333 1055 362">Maintain the website effectively.</p> <p data-bbox="698 406 1328 435">Modify loading speeds and the capacity of the web pages.</p> <p data-bbox="698 480 1182 509">Address user complaints in a timely manner.</p> <p data-bbox="698 553 1229 582">Fix broken links, images and amend broken links.</p> <p data-bbox="698 627 1429 655">Ensure the security of the site by creating firewalls and login pages.</p> <p data-bbox="698 700 1184 729">Sustain, configure, and troubleshoot servers.</p> <p data-bbox="698 774 1487 802">Test websites through various browsers, operating systems, and devices.</p> <p data-bbox="698 847 1229 876">Stay aware of web analytics and SEO techniques.</p>

Job Code	Job Title	Responsibilities
15001	Barrister	<p data-bbox="698 186 1173 215">Understanding the case proceedings clearly</p> <p data-bbox="698 256 1088 285">Preparing and managing legal briefs</p> <p data-bbox="698 327 1189 355">Arriving at an opinion upon studying the case</p> <p data-bbox="698 397 1088 426">Conducting extensive legal research</p> <p data-bbox="698 467 1077 496">Preparing clients for court hearings</p> <p data-bbox="698 537 1151 566">Gathering and preparing legal documents</p> <p data-bbox="698 608 1084 636">Presenting legal arguments in court</p> <p data-bbox="698 678 1375 707">Cross questioning witnesses and clients when called to the bar</p> <p data-bbox="698 748 1234 777">Examining witnesses and their statement records</p> <p data-bbox="698 818 1285 847">Drafting legal documents that are relevant to the case</p> <p data-bbox="698 888 1379 917">Liaising with other legal professionals to negotiate settlements</p> <p data-bbox="698 959 1189 987">Representing clients appeal and bail hearings</p> <p data-bbox="698 1029 1196 1058">Establishing common law via written opinions</p> <p data-bbox="698 1099 1357 1128">Gathering and conducting, and in-depth analysis of evidence</p>

Job Code	Job Title	Responsibilities
15002	Compliance Analyst	<p data-bbox="698 186 1350 215">Reviewing internal and external policies of the organization.</p> <p data-bbox="698 256 1225 285">Researching various laws, rules, and regulations.</p> <p data-bbox="698 327 1559 355">Reviewing laws using different sources such as news briefs, bullets, and others.</p> <p data-bbox="698 397 1267 426">Coordinating with the legal and finance department.</p> <p data-bbox="698 467 1352 496">Providing overviews of the product and services disclosures.</p> <p data-bbox="698 537 1223 566">Preparing compliance reports on a regular basis.</p> <p data-bbox="698 608 1496 636">Reporting to the team members with the necessary laws and regulations.</p> <p data-bbox="698 678 1341 707">Summarizing compliance information as per the guidelines.</p> <p data-bbox="698 748 1370 777">Maintaining a healthy relationship with the regulatory bodies.</p> <p data-bbox="698 818 1803 847">Educating the Legal, Human Resources, Finance and other departments with compliance information.</p> <p data-bbox="698 888 1408 917">Registering for compliance certification and regulatory approvals.</p> <p data-bbox="698 959 1388 987">Preparing and maintaining a compliance recordkeeping system.</p> <p data-bbox="698 1029 1491 1058">Coming up with the new compliance policies and executing them as well.</p> <p data-bbox="698 1099 1514 1128">Writing fact-filled reports and presenting them to the company executives.</p>

Job Code	Job Title	Responsibilities
15003	Compliance Manager	<p data-bbox="696 188 1122 215">Revise and implement various policies.</p> <p data-bbox="696 260 1888 287">Lead reviews and audits to guarantee the execution of compliance measures regularly with ethical standards.</p> <p data-bbox="696 331 1610 359">Deal with all employee and business process compliance activities for the company.</p> <p data-bbox="696 403 1727 430">Solve compliance-related problems and conducts investigations to find the source of the issue.</p> <p data-bbox="696 475 1995 502">Work together with the management team to ensure that the entire organization is aware of compliance prerequisites.</p> <p data-bbox="696 547 1722 574">Analyze all in-constraint contracts to ensure that every customer is getting what they paid for.</p> <p data-bbox="696 619 1464 646">Consult with the lawyers and different experts on compliance matters.</p> <p data-bbox="696 691 1812 718">Develop internal controls and policies that intend to guarantee that all compliance needs are attained.</p> <p data-bbox="696 762 1408 790">Determine various risks and develop risk management strategies.</p> <p data-bbox="696 834 2007 861">Collaborate with managers of other departments for audit processes and develop audit strategies for compliance issues.</p> <p data-bbox="696 906 1350 933">Organize various employee training sessions on legal issues.</p> <p data-bbox="696 978 1408 1005">Update and maintain reports with different compliance agencies.</p>

Job Code	Job Title	Responsibilities
15004	Compliance Officer	<p data-bbox="698 186 1440 215">Plan and implement the legal compliance program for the company.</p> <p data-bbox="698 260 1402 288">Review and update the standards of conduct in the organization.</p> <p data-bbox="698 333 1456 362">Monitor all the business processes to identify weak performing areas.</p> <p data-bbox="698 406 1364 435">Analyze the compliance risks involved in business operations.</p> <p data-bbox="698 480 1220 509">Ensure compliance with all accounting business.</p> <p data-bbox="698 553 1939 611">Coordinate with other departments to identify compliance issues and direct them to the right channels for further investigations.</p> <p data-bbox="698 655 1431 684">Consult with a corporate attorney to resolve the compliance issues.</p> <p data-bbox="698 729 1435 758">Train to employees concerning the company's compliance program.</p> <p data-bbox="698 802 1229 831">Resolve employee's concerns over legal matters.</p> <p data-bbox="698 876 1431 904">Understand professional business standards and industry practices.</p>

Job Code	Job Title	Responsibilities
15005	Corporate Attorney	<p>Create an organizational approach towards legal matters.</p> <p>Guard organization against legal risks.</p> <p>Assist managers and guarantee compliance guidelines and controls.</p> <p>Prepare and audit legal reports and other supporting legal documentation.</p> <p>Represent the company in legal proceedings. For example - managerial boards, court preliminaries and so forth.</p> <p>Draft all agreements and regulate the deals in an organized fashion.</p> <p>Advice corporate officers and employees on legal matters.</p> <p>Execute necessary precautions and measures with a specific end goal to shield the organization from any legal risks.</p> <p>Provide extreme confidentiality in all company-related issues.</p> <p>Coordinate and negotiate all business transactions.</p> <p>Prepare future and current strategies to ensure proper implementation.</p>
15006	Forensic Scientist	

Job Code	Job Title	Responsibilities
15007	GDPR Data Protection Officer	<p data-bbox="696 188 1323 215">Searching, collecting, and analyzing crime scene evidence</p> <p data-bbox="696 260 1283 287">Preparing and presenting a detailed report of findings</p> <p data-bbox="696 331 1765 359">Collecting samples such as hair, body fluids, and tissue samples and testing for any inconsistencies</p> <p data-bbox="696 403 1310 430">Gathering and sorting evidence to be presented in court</p> <p data-bbox="696 475 1473 502">Verifying the authenticity of documents, samples, and crime recordings</p> <p data-bbox="696 547 1545 574">Presenting evidence in court and justifying findings during cross-examinations</p> <p data-bbox="696 619 1982 646">Using analytical techniques like chromatography, genetic fingerprinting, and DNA profiling to analyze forensic findings</p> <p data-bbox="696 691 1601 718">Retrieving data from electronic devices like mobile phones to support case findings</p> <p data-bbox="696 762 1137 790">Visiting crime scenes to collect evidence</p> <p data-bbox="696 834 1641 861">Coordinating with law enforcement personnel to conduct timely forensic examinations</p> <p data-bbox="696 906 1288 933">Guiding and supervising team members and assistants</p> <p data-bbox="696 978 1301 1005">Maintaining confidentiality of any sensitive information</p> <p data-bbox="696 1050 1680 1077">Taking photographs, video recordings of crime scenes and preparing crime scene sketches</p> <p data-bbox="696 1121 1467 1149">Explaining the sequence of events upon analyzing crime scene findings</p>

Job Code	Job Title	Responsibilities
15008	General Counsel	<p>Assist in the development of the company's policies and procedures.</p> <p>Provide detailed legal guidance to the staff on all matters that affect the company</p> <p>Ensure compliance in the business with the applicable laws and regulations.</p> <p>Evaluate the involved risks in advance.</p> <p>Analyze our current risk management techniques and procedures.</p> <p>Find possible solutions for the company's legal issues.</p> <p>Monitor the cases filed against or on behalf of the company.</p> <p>Coordinate with all the stakeholders.</p> <p>Maintain relations of trust and respect with stakeholders.</p> <p>Deal with complex issues related to the law.</p>
15009	Human Rights Advocate	<p>Researching trends, topics and following discussions on human rights</p> <p>Examining and collecting data on human rights violations</p> <p>Promoting human rights knowledge among masses</p> <p>Meeting the victims and reviewing human rights cases</p> <p>Helping clients conduct protests and vigils and participating in the same</p> <p>Posting comments in human rights discussions and monitoring its responses</p> <p>Coordinating with legal experts in reviewing cases and interviewing victims</p> <p>Communicating with perpetrators and discouraging them from involving in any wrongdoings</p>

Job Code	Job Title	Responsibilities
15010	Internal Auditor	<p data-bbox="696 188 1384 215">Obtain the necessary information and develop audit strategies.</p> <p data-bbox="696 260 2085 287">Monitor the risk and control management processes and ensure they are in compliance with all applicable laws and regulations.</p> <p data-bbox="696 331 1144 359">Provide support to the external auditors.</p> <p data-bbox="696 403 1939 430">Provide and act as an objective source of independent advice to ensure validity, legality and goal accomplishment.</p> <p data-bbox="696 475 1592 502">Develop and present reports that reflect the audit's results and document process</p> <p data-bbox="696 547 1160 574">Serve as a legal advisor in all legal matters.</p> <p data-bbox="696 619 1279 646">Develop a streamlined communication with auditees.</p> <p data-bbox="696 691 1451 718">Identify issues and make cost-savings suggestions to overcome them.</p> <p data-bbox="696 762 1339 790">Attend board audit committee meetings on a regular basis.</p> <p data-bbox="696 834 1234 861">Predict emerging issues through proper research.</p>

Job Code	Job Title	Responsibilities
15011	Legal Advisor	<p>Analyzing legal matters and documentations</p> <p>Researching and providing legal advice to clients</p> <p>Drafting and presenting memoranda and briefing documents</p> <p>Providing assistance with dispute settlement and other formalities</p> <p>Assisting and overseeing the preparation of vendor contracts</p> <p>Ensuring adherence to the legal rules and regulations at all times</p> <p>Helping clients in making damage claims</p> <p>Resolving any property disputes and infringements</p> <p>Meeting the clients to determine their legal problems</p> <p>Helping in resolving complex issues with stakeholders and vendors</p>

Job Code	Job Title	Responsibilities
15012	Legal Assistant	<p data-bbox="696 188 1357 215">Manage cases organized by establishing and organizing files.</p> <p data-bbox="696 260 1361 287">Assist the attorney in performing all the administrative tasks.</p> <p data-bbox="696 331 1541 359">Coordinate with the clients, witnesses and all the people involved in the case.</p> <p data-bbox="696 403 1541 430">Organize and maintain documents in electronic filing systems or in the paper.</p> <p data-bbox="696 475 1155 502">Attend hearings and trials and take notes.</p> <p data-bbox="696 547 1357 574">Maintain case management data and organize the case files.</p> <p data-bbox="696 619 1391 646">Plan meetings with clients according to the attorney's calendar.</p> <p data-bbox="696 691 1585 718">Investigate the facts and figures for the cases and create reports for the attorney.</p> <p data-bbox="696 762 1507 790">Organize the evidence and other legal information for the lawyer's review.</p> <p data-bbox="696 834 1167 861">Answer the client's phone calls and emails.</p> <p data-bbox="696 906 1451 933">Keep the client's informed about the status of their case preparation.</p> <p data-bbox="696 978 969 1005">Prepare case summaries.</p> <p data-bbox="696 1050 1462 1077">Conduct legal research on relevant laws, regulations, and legal articles</p>

Job Code	Job Title	Responsibilities
15013	Legal Counsel	<p data-bbox="696 188 1704 215">Give accurate legal direction to the office staff on all matters that influence the organization.</p> <p data-bbox="696 260 1823 287">Deal with the compliance, risk management for in-house counsel and other legal administrators groups.</p> <p data-bbox="696 331 1592 359">Attend official level meetings identified with the future aspect of the organization.</p> <p data-bbox="696 403 1464 430">Ensure legal compliance for mergers and acquisitions (M&amp;A) activities.</p> <p data-bbox="696 475 1339 502">Create vendor contracts and contractual work agreements.</p> <p data-bbox="696 547 1653 574">Guarantee that the organization is in compliance with all present business process laws.</p> <p data-bbox="696 619 1397 646">Manage complex issues with different stakeholders and powers.</p> <p data-bbox="696 691 1585 718">Provide information on legal dialect or particulars to everybody in the association.</p> <p data-bbox="696 762 1453 790">Keep up with the current knowledge of adjustments in an enactment.</p> <p data-bbox="696 834 1845 861">Solidify and draft contracts, privacy policy, agreements, terms and conditions, and other legal documents.</p> <p data-bbox="696 906 1440 933">Research on a variety of legal issues that could impact the company.</p>

Job Code	Job Title	Responsibilities
15014	Legal Secretary	<p data-bbox="696 186 1368 215">Providing assistance to the lawyers in all administrative tasks.</p> <p data-bbox="696 256 1711 285">Communicating effectively with all the clients and partners via answering phones and emails.</p> <p data-bbox="696 327 1408 355">Collecting and analyzing important information to create reports.</p> <p data-bbox="696 397 1361 426">Researching, reviewing and verifying all the legal documents.</p> <p data-bbox="696 467 1621 496">Planning and scheduling meetings and conferences for the attorney in the law office.</p> <p data-bbox="696 537 1171 566">Maintaining and updating the case records.</p> <p data-bbox="696 608 1456 636">Working smoothly with the Legal Assistant as well as other legal staff.</p> <p data-bbox="696 678 1263 707">Maintaining office supplies by monitoring the stock.</p> <p data-bbox="696 748 1160 777">Preparing invoices and tracking payments.</p> <p data-bbox="696 818 1581 847">Maintaining a cordial relationship with clients and updating the client's database.</p>

Job Code	Job Title	Responsibilities
15015	Litigation Paralegal	<p data-bbox="696 188 1532 215">Conduct pre-claim investigation, initial case assessments, and legal research.</p> <p data-bbox="696 260 1211 287">Prepare legal documents for case preparations.</p> <p data-bbox="696 331 1588 359">Draft out pleadings, motions, and appellate documents and file them in the court.</p> <p data-bbox="696 403 2047 430">Perform all the administrative duties, which mainly includes organizing the case files, calendar hearings as well as deadlines.</p> <p data-bbox="696 475 1229 502">Maintain pleadings along with discovery indexes.</p> <p data-bbox="696 547 1395 574">Organize documents, exhibits, briefs, evidence, and appendices.</p> <p data-bbox="696 619 1464 646">Assist the attorneys with interrogatories and other discovery requests.</p> <p data-bbox="696 691 1417 718">Gather all the relevant information from several different sources.</p> <p data-bbox="696 762 1330 790">Aid with jury selection, voir dire and witness preparations.</p> <p data-bbox="696 834 1010 861">Assist with case settlements.</p>

Job Code	Job Title	Responsibilities
15016	Risk Manager	<p>Lead and report on all risk management duties allocated by the Risk Management Director.</p> <p>Implement policies and direct training that provide assistance with reducing our organization's overall risks.</p> <p>Examine and identify potential risks for assigned projects and records.</p> <p>Propose conceivable solutions/programs/conventions to handle risks.</p> <p>Take an interest in all appraisals to recognize and limit misfortune.</p> <p>Direct appraisals to characterize and analyze conceivable dangers.</p> <p>Assess the gravity of each risk previously handled with its outcomes.</p> <p>Review procedures and techniques of risk management and develop risk management controls and frameworks.</p> <p>Develop safety and health measures and purchase insurance.</p> <p>Educate the Board of Directors about the vital risk to the business.</p> <p>Configure procedures to eliminate or moderate potential dangers.</p> <p>Help execute business continuity plans to control crisis.</p> <p>Assess existing strategies and techniques to discover weaknesses.</p> <p>Prepare risk management reports and provide suggestions.</p>
16001	Company Driver	

Job Code	Job Title	Responsibilities
16002	Delivery Boy	<p data-bbox="698 186 1413 215">Transporting staff members and products to the destination point</p> <p data-bbox="698 256 1552 285">Helping with loading and unloading of goods, raw materials, and staff luggages</p> <p data-bbox="698 327 1261 355">Checking traffic updates before starting the journey</p> <p data-bbox="698 397 1411 426">Opting to a shorter or alternate route in case of traffic congestion</p> <p data-bbox="698 467 1003 496">Parking the vehicle properly</p> <p data-bbox="698 537 1162 566">Regularly washing and cleaning the vehicle</p> <p data-bbox="698 608 1205 636">Conducting timely vehicle maintenance checks</p> <p data-bbox="698 678 1137 707">Scheduling vehicle service appointments</p> <p data-bbox="698 748 1339 777">Informing the company of any accidents or vehicle damage</p> <p data-bbox="698 818 1424 847">Ensuring the safety of staff members and goods during the journey</p> <p data-bbox="698 888 1261 917">Addressing any client queries related to the journey</p> <p data-bbox="698 959 1211 987">Identifying any mechanical issues in the vehicle</p> <p data-bbox="698 1029 987 1058">Paying tolls when required</p> <p data-bbox="698 1099 1279 1128">Maintaining a record of vehicle maintenance receipts</p>

Job Code	Job Title	Responsibilities
16003	Delivery Driver	<p data-bbox="696 188 1317 215">Load and deliver products to customers in a safe manner</p> <p data-bbox="696 260 1525 287">Review orders before and after delivery to ensure that orders are complete.</p> <p data-bbox="696 331 1417 359">Assist with loading and unloading products from delivery vehicles.</p> <p data-bbox="696 403 1196 430">Obtain delivery confirmation from the clients.</p> <p data-bbox="696 475 1144 502">Accept payments for delivered products.</p> <p data-bbox="696 547 1397 574">Answer inquiries, and handle complaints from clients efficiently.</p> <p data-bbox="696 619 1346 646">Prepare reports and other documents relating to deliveries.</p> <p data-bbox="696 691 1375 718">Adhere to assigned routes and follow time schedules as given.</p> <p data-bbox="696 762 1404 790">Follow all transportation laws and maintain a safe driving record.</p>

Job Code	Job Title	Responsibilities
16004	Driver	<p>Picking and driving clients from/to their destinations</p> <p>Maintaining vehicle cleanliness and safety</p> <p>Using navigation tools like Google Maps to identify shorter and traffic-free routes</p> <p>Helping clients with loading and unloading luggage and personal belongings</p> <p>Collecting and maintaining payment records</p> <p>Checking weather reports and traffic updates before beginning the journey</p> <p>Assisting clients with travel queries and suggesting sightseeing places</p> <p>Ensuring clients are comfortable throughout the journey</p> <p>Booking car servicing and maintenance appointments</p> <p>Contacting service stations for scheduling car washes</p> <p>Arriving for airport pickups on time</p> <p>Driving clients to their booked hotels and resorts</p> <p>Undertaking vehicle maintenance checks</p> <p>Carrying out administrative duties like picking and delivering packages when needed</p>

Job Code	Job Title	Responsibilities
16005	E-Commerce Associate	<p data-bbox="696 188 1794 215">Monitoring, managing and updating website content such as product listings, inventory updates, etc.</p> <p data-bbox="696 260 1216 287">Analyzing consumer behaviour and preferences</p> <p data-bbox="696 331 1263 359">Ensuring all product details are mentioned correctly</p> <p data-bbox="696 403 1805 430">Assisting the Marketing department and E-Commerce Manager in developing promotional campaigns</p> <p data-bbox="696 475 1263 502">Ensuring hassle-free consumer shopping experience</p> <p data-bbox="696 547 1391 574">Checking if different payment options are provided at checkout</p> <p data-bbox="696 619 1738 646">Coordinating with the IT department to ensure website changes/updates are rolled out on time</p> <p data-bbox="696 691 1106 718">Inspecting consumer product reviews</p> <p data-bbox="696 762 1485 790">Utilizing SEO techniques to monitor and generate organic website traffic</p> <p data-bbox="696 834 1379 861">Understanding consumer behaviour and analyzing sales report</p> <p data-bbox="696 906 882 933">Forecasting sales</p> <p data-bbox="696 978 1032 1005">Estimating stock requirements</p> <p data-bbox="696 1050 1122 1077">Identifying new business opportunities</p> <p data-bbox="696 1121 1464 1149">Collaborating with social media influencers for promotional campaigns</p>

Job Code	Job Title	Responsibilities
16006	E-Commerce Manager	<p data-bbox="696 188 1375 217">Managing and supervising the eCommerce division effectively</p> <p data-bbox="696 260 1368 288">Offering suggestions for website development and designing.</p> <p data-bbox="696 331 1626 360">Collaborating with web designers as well as graphic designers for all marketing assets</p> <p data-bbox="696 403 1597 432">Conducting thorough research about new developments in the eCommerce sector</p> <p data-bbox="696 475 1516 504">Coordinating and keeping the senior management abreast of all operations</p> <p data-bbox="696 547 1485 576">Preparing and assigning work schedules to the web merchandising team</p> <p data-bbox="696 619 1249 647">Ensuring completion of tasks and company targets</p> <p data-bbox="696 691 1603 719">Developing marketing strategies and reviewing sales performance on a timely basis</p> <p data-bbox="696 762 1559 791">Approaching and collaborating with Content Creators to generate online traffic</p> <p data-bbox="696 834 1462 863">Using effective SEO/SEM techniques to maximize search engine traffic</p> <p data-bbox="696 906 1111 935">Undertaking quality assurance checks</p> <p data-bbox="696 978 1299 1007">Reviewing any legal eCommerce marketing procedures</p> <p data-bbox="696 1050 1234 1078">Creating performance reports on a monthly basis</p>

Job Code	Job Title	Responsibilities
16007	Inventory Manager	<p>Maintain daily invoices and records of purchases.</p> <p>Recruit, hire and train a team of inventory clerks.</p> <p>Assign tasks to inventory clerks.</p> <p>Find and evaluate suppliers who will provide goods and materials to carry out business operations.</p> <p>Make negotiations and sign contracts with suppliers.</p> <p>Monitor inventory stock levels and ensure the stock level is sufficient for all operational needs.</p> <p>Maintain cordial relationships with suppliers.</p> <p>Monitor the demand for the supplies with the help of the inventory software.</p> <p>Unload new supplies and store them appropriately.</p> <p>Rearranging the stock room to accommodate new additional inventory.</p> <p>Report and processes the return of defective or expired items.</p> <p>Work closely with warehouse employees to ensure all targets are met.</p> <p>Resolves errors in inventory and sales reports.</p> <p>Suggest new products to the store manager based on analysis of sales statistics report.</p>

Job Code	Job Title	Responsibilities
16008	Logistics Administrator	<p data-bbox="701 186 1615 215">Planning and tracking of logistics, transportation, warehouse and customer services.</p> <p data-bbox="701 256 1603 285">Developing shipment plans as per product availability and request from customers.</p> <p data-bbox="701 327 1816 355">Make sure all incoming supplies are registered and processed in the logistics database as per the SOPs.</p> <p data-bbox="701 397 1319 426">Making arrangements for the transportation of products.</p> <p data-bbox="701 467 1503 496">Assigning duties to the staff so that the deliveries can be made efficiently.</p> <p data-bbox="701 537 1787 566">Maintaining and preparing delivery records for engineers out in the field to ensure timely deliveries.</p> <p data-bbox="701 608 1323 636">Managing training and supervising warehouse personnel.</p> <p data-bbox="701 678 1375 707">Taking important measures for avoiding quality control issues.</p> <p data-bbox="701 748 1541 777">Ensuring the quality of all products is maintained during the shipment period.</p> <p data-bbox="701 818 1680 847">Making sure the stock is sufficient for all new orders and place new orders when required.</p> <p data-bbox="701 888 1296 917">Keeping the customers updated regarding their orders.</p> <p data-bbox="701 959 1541 987">Maintaining and updating the record of orders from customers and suppliers.</p> <p data-bbox="701 1029 1413 1058">Preparing and presenting logistics reports to senior management.</p>

Job Code	Job Title	Responsibilities
16009	Logistics Associate	<p data-bbox="696 186 1144 215">Assisting with the entire logistics process</p> <p data-bbox="696 260 1406 288">Maintaining an inventory of all incoming and outgoing shipments</p> <p data-bbox="696 333 1637 362">Reviewing and verifying product details like price, weight and other labelling essentials</p> <p data-bbox="696 406 1272 435">Maintaining a digital database of all shipment details</p> <p data-bbox="696 480 1727 509">Managing the logistics system by properly organizing all products and entering relevant details</p> <p data-bbox="696 553 1341 582">Coordinating with vendors and suppliers for timely delivery</p> <p data-bbox="696 627 1308 655">Addressing any customer queries and resolving conflicts</p> <p data-bbox="696 700 1308 729">Undertaking any clerical duties such as filing documents</p> <p data-bbox="696 774 1285 802">Following industry best practices and safety standards</p> <p data-bbox="696 847 1144 876">Wearing protective gear when necessary</p> <p data-bbox="696 920 1375 949">Tracking shipment status and inspecting products upon arrival</p> <p data-bbox="696 994 1391 1023">Assisting the Senior Management with all supply chain activities</p> <p data-bbox="696 1067 1077 1096">Preparing and receiving shipments</p> <p data-bbox="696 1141 1200 1169">Verifying product rates to avoid any confusion</p>

Job Code	Job Title	Responsibilities
16010	Logistics Coordinator	<p data-bbox="696 186 1189 215">Examine the supply chain process accurately.</p> <p data-bbox="696 256 1682 285">Register and maintain shipment data like space availability, charges, damages, and weight.</p> <p data-bbox="696 327 1451 355">Maintain cordial relationships with vendors, retailers, and customers.</p> <p data-bbox="696 397 1912 426">Resolve problems associated with transportation, import and export, customer problems, and logistics systems.</p> <p data-bbox="696 467 1227 496">Negotiate charges with suppliers and customers.</p> <p data-bbox="696 537 1167 566">Prepare and maintain supplies for shipping.</p> <p data-bbox="696 608 1294 636">Monitor the package and labels of products accurately.</p> <p data-bbox="696 678 1431 707">Coordinate with the logistics department for shipment of materials.</p> <p data-bbox="696 748 1550 777">Supervise the orders and make adjustments to keep the stock levels sufficient.</p> <p data-bbox="696 818 1406 847">Identify shipping methods and routes for products to be shipped.</p> <p data-bbox="696 888 1574 917">Develop and implement policies, safety procedures, and risk management plans.</p> <p data-bbox="696 959 1585 987">Prepare and present reports to the logistics department and higher management.</p> <p data-bbox="696 1029 1686 1058">Ensure the orders are in compliance with regulations, policies, laws, and ISO requirements.</p>

Job Code	Job Title	Responsibilities
16011	Logistics Manager	<p>Coordinate with the concerned people directly and optimize the entire order cycle</p> <p>Manage and strategically plan the logistics, transportation, warehouse and customer support operations</p> <p>Negotiate and liaise with the manufacturers, suppliers, retailers as well as with the consumers</p> <p>Keep track of quantity, quality, delivery times, stock levels, efficiency and incurred transportation costs</p> <p>Comply with the regulations, laws and ISO standards</p> <p>Meet costs, productivity, timeliness targets accurately</p> <p>Hire talented candidates for our company</p> <p>Oversee, train, and coach warehouse staff</p> <p>Resolve all complaints or issues our customers or vendors face on time</p> <p>Arrange the warehouse, plan routes, catalog goods and process the shipments on a timely basis</p> <p>Maintain metrics and analyze the data to assess the current performance and implement improvements as and when required</p> <p>Introduce and implement new methods to ensure smooth working of our warehouse</p>

Job Code	Job Title	Responsibilities
16012	Lorry Driver	<p data-bbox="698 186 1211 215">Supervising the loading and unloading of goods</p> <p data-bbox="698 256 1319 285">Maintaining the vehicle in an excellent working condition</p> <p data-bbox="698 327 1167 355">Ensuring safety of goods while transporting</p> <p data-bbox="698 397 1671 426">Finding and driving through a shorter route during an emergency or to avoid heavy traffic</p> <p data-bbox="698 467 1267 496">Reporting any delays to the Transportation Manager</p> <p data-bbox="698 537 1227 566">Maintaining an accurate record in the travel logs</p> <p data-bbox="698 608 1137 636">Inspecting and conducting minor repairs</p> <p data-bbox="698 678 1305 707">Adhering to the road safety precautions and regulations</p> <p data-bbox="698 748 1290 777">Completing daily delivery schedules in a timely fashion</p> <p data-bbox="698 818 1173 847">Collecting and verifying delivery documents</p> <p data-bbox="698 888 1240 917">Paying tolls and maintaining a receipt of the same</p> <p data-bbox="698 959 1216 987">Ensuring all the shipments are stacked properly</p> <p data-bbox="698 1029 1655 1058">Keeping tracking of the weather conditions and traffic status before starting the journey</p> <p data-bbox="698 1099 1234 1128">Scheduling timely vehicle servicing appointments</p>

Job Code	Job Title	Responsibilities
16013	Materials Manager	<p data-bbox="698 186 1411 215">Determine the supply needs by cooperating with other managers</p> <p data-bbox="698 256 1332 285">Maintain friendly relationships with suppliers and vendors</p> <p data-bbox="698 327 1693 355">Supervise the distribution of supplies to various departments and keep records of the same</p> <p data-bbox="698 397 1158 426">Oversee, evaluate and teach subordinates</p> <p data-bbox="698 467 1173 496">Manage and supervise warehouse methods</p> <p data-bbox="698 537 1301 566">Purchase specific materials and supplies when required</p> <p data-bbox="698 608 1193 636">Plan future orders by predicting the demands</p> <p data-bbox="698 678 1227 707">Contribute towards production planning process</p> <p data-bbox="698 748 1516 777">Keep and maintain the records of materials, supplies and all other activities</p> <p data-bbox="698 818 1352 847">Collaborate with other managers about the day to day tasks</p>

Job Code	Job Title	Responsibilities
16014	Order Picker	<p data-bbox="696 188 1178 215">Check and receive the incoming pick tickets.</p> <p data-bbox="696 260 1375 287">Locate products and their location using the latest technology.</p> <p data-bbox="696 331 1525 359">Retrieve orders according to the size, quantity, etc. while ensuring accuracy.</p> <p data-bbox="696 403 1252 430">Wrap the orders properly before loading on trucks.</p> <p data-bbox="696 475 1205 502">Keep and update records of completed orders.</p> <p data-bbox="696 547 1323 574">Restock inventory manually or via warehouse equipment.</p> <p data-bbox="696 619 1599 646">Maintain and manage the equipment well and report if there are any malfunctions.</p> <p data-bbox="696 691 1245 718">Adhere to safety and health and quality standards.</p> <p data-bbox="696 762 1514 790">Create pallets with orders and properly position them to the loading docks.</p>

Job Code	Job Title	Responsibilities
16015	Packer	<p>Packing shipment items as per established procedures and maintaining quality standards</p> <p>Handling inventory and managing inventory ledgers</p> <p>Adhering to safety protocols while packing</p> <p>Ensuring all packed items are moved carefully, especially fragile ones</p> <p>Inspecting for quality and weighing the products before packing</p> <p>Reporting any packing issues to the Supervisor</p> <p>Maintaining cleanliness and safe working environment</p> <p>Sorting packed items as per orders and different categories</p> <p>Prioritizing packing of urgent orders</p> <p>Loading and unloading shipments using equipment such as a forklift, dolly loader, and pallet jack</p> <p>Reporting any mechanical issues to the Production Supervisor and the technical staff</p> <p>Cleaning shipping containers regularly</p> <p>Ensuring proper placement of packed goods in shipping containers</p> <p>Placing user instruction sticker on packed boxes</p>

Job Code	Job Title	Responsibilities
16016	Pizza Delivery Driver	<p data-bbox="696 188 1294 215">Confirming the orders from the clients before delivery.</p> <p data-bbox="696 260 1346 287">Checking all the necessary food items required for delivery.</p> <p data-bbox="696 331 1144 359">Delivering the food at the given location.</p> <p data-bbox="696 403 1149 430">Collecting payments from the customers.</p> <p data-bbox="696 475 1193 502">Returning the unpaid food items to the store.</p> <p data-bbox="696 547 1290 574">Responding to the customer's queries and complaints.</p> <p data-bbox="696 619 1160 646">Following the traffic rules and regulations.</p> <p data-bbox="696 691 1252 718">Maintaining a healthy relationship with customers.</p> <p data-bbox="696 762 1346 790">Informing the customers in regards to the upcoming offers.</p> <p data-bbox="696 834 1328 861">Communicating with customers in a professional manner.</p> <p data-bbox="696 906 1328 933">Complying with the rules and regulations of the company.</p>

Job Code	Job Title	Responsibilities
16017	Procurement Manager	<p data-bbox="698 186 1529 215">Look for profitable suppliers and develop long-term relationships with them.</p> <p data-bbox="698 256 1924 285">Research, evaluate and purchase products for the company to use for everyday operations or reselling purposes.</p> <p data-bbox="698 327 1014 355">Set and maintain the budget.</p> <p data-bbox="698 397 1234 426">Negotiate with the vendors on reasonable terms.</p> <p data-bbox="698 467 1245 496">Approve the order of required goods and services.</p> <p data-bbox="698 537 1086 566">Monitor and test existing contracts.</p> <p data-bbox="698 608 1715 636">Prepare and maintain periodic reports for management on purchase, controls, and processes.</p> <p data-bbox="698 678 1532 707">Recruit, hire, train and oversee personnel for procurement-related activities.</p> <p data-bbox="698 748 1771 777">Analyze the data and prepare procurement strategies for any unfavorable events that might occur.</p> <p data-bbox="698 818 1458 847">Collaborate with the staff to ensure that the operations run smoothly.</p> <p data-bbox="698 888 1335 917">Build a culture of long-term savings on procurement costs.</p> <p data-bbox="698 959 1722 987">Coordinate with the legal department to ensure contract terms are beneficial to the company.</p> <p data-bbox="698 1029 1440 1058">Update and present the report key to the chief procurement officer.</p> <p data-bbox="698 1099 2033 1128">Stay updated with the latest business trends and product availability to pay the best price for company goods and services.</p>

Job Code	Job Title	Responsibilities
16018	Purchasing Agent	<p>Buy goods and services from the desired vendors</p> <p>Create gainful purchasing strategies</p> <p>Assess the profiles of different suppliers and analyze offers</p> <p>Prepare and implement effective negotiation techniques</p> <p>Oversee inventory levels</p> <p>Manage relationships with the prime suppliers to maintain timely delivery, quality of goods and compliance with the terms of agreements</p> <p>Review the suppliers to ensure the best quality</p> <p>Prepare and submit reports about the purchases made</p> <p>Keep the records up-to-date</p> <p>Attend exhibitions, fairs, and events to keep abreast of the prevailing market trends</p>
16019	Purchasing Assistant	<p>Recognize purchasing needs and determine the status of existing stock.</p> <p>Perform research of industry to know about the current pricing trends.</p> <p>Compose cost examination and set better prices by assessing offers by vendors.</p> <p>Maintain friendly relationships with vendors.</p> <p>Keep a track of orders and make sure deliveries are being made on time.</p> <p>Record and update the details of vendors, discount offers, dates, etc. in our company's internal database.</p> <p>Ensure that products and materials are in good condition by liaising with warehouse staff.</p> <p>Be in touch with suppliers when required for change in orders or their confirmation.</p>

Job Code	Job Title	Responsibilities
16020	Purchasing Manager	<p data-bbox="698 186 1160 215">Identifying the need to purchase products.</p> <p data-bbox="698 256 1350 285">Planning and executing cost-effective purchasing strategies.</p> <p data-bbox="698 327 1263 355">Forecasting the demands of products and materials.</p> <p data-bbox="698 397 1570 426">Researching the vendors that are selling the best products at competitive prices.</p> <p data-bbox="698 467 1301 496">Negotiating with vendors to arrive at affordable pricing.</p> <p data-bbox="698 537 1200 566">Maintaining good relationships with suppliers.</p> <p data-bbox="698 608 1216 636">Coordinating with suppliers and manufacturers.</p> <p data-bbox="698 678 1610 707">Collaborating with the team to develop purchasing plans and find potential vendors.</p> <p data-bbox="698 748 1272 777">Keeping a record of all purchased items and vendors.</p> <p data-bbox="698 818 999 847">Monitoring the stock levels.</p> <p data-bbox="698 888 1270 917">Presenting inventory reports to higher management.</p> <p data-bbox="698 959 1037 987">Supervising the inventory staff.</p> <p data-bbox="698 1029 1205 1058">Staying updated with the latest market trends.</p>

Job Code	Job Title	Responsibilities
16021	Purchasing Officer	<p data-bbox="696 188 1205 215">Researching and evaluating potential vendors.</p> <p data-bbox="696 260 1442 287">Comparing the prices of different vendors for gaining maximum ROI.</p> <p data-bbox="696 331 1413 359">Negotiating contracts on reasonable terms for pricing and supply.</p> <p data-bbox="696 403 1249 430">Tracking the orders and ensuring timely deliveries.</p> <p data-bbox="696 475 1240 502">Monitoring purchased products to ensure quality.</p> <p data-bbox="696 547 1249 574">Updating order details into our internal databases.</p> <p data-bbox="696 619 1261 646">Issuing purchase reports including the cost analysis.</p> <p data-bbox="696 691 1435 718">Ensuring stock availability and placing orders as and when required.</p> <p data-bbox="696 762 1487 790">Verifying receipt of items by comparing items received to items ordered.</p> <p data-bbox="696 834 1173 861">Resolving shipments in error with suppliers.</p> <p data-bbox="696 906 1615 933">Collaborating with the team to develop purchasing plans and find potential vendors.</p> <p data-bbox="696 978 1200 1005">Maintaining good relationships with suppliers.</p> <p data-bbox="696 1050 1373 1077">Staying up-to-date with the latest market and industry trends.</p>

Job Code	Job Title	Responsibilities
16022	Receiving Clerk	<p data-bbox="698 186 1615 215">Receiving the shipments and signing the documents upon receipt on a regular basis.</p> <p data-bbox="698 256 1760 285">Coordinating with the entry-level Procurement staff to list down the expected package deliveries.</p> <p data-bbox="698 327 1200 355">Unloading the shipment from incoming trucks</p> <p data-bbox="698 397 1413 426">Inspecting the package contents to ensure they are not damaged.</p> <p data-bbox="698 467 2089 534">Confirming the number of packages being received according to the invoices and order details in terms of quality, quantity, and price.</p> <p data-bbox="698 576 1447 604">Contacting the shipper or supplier in case of any errors in shipments.</p> <p data-bbox="698 646 1193 675">Ensuring the invoices are paid and signed for.</p> <p data-bbox="698 716 1476 745">Labeling all the deliveries and also allocating them to their destinations.</p> <p data-bbox="698 786 1357 815">Maintaining proper records and helping in inventory control.</p>

Job Code	Job Title	Responsibilities
16023	Shipping Clerk	<p data-bbox="696 186 1093 215">Processing and obtaining shipments</p> <p data-bbox="696 256 1137 285">Scheduling urgent shipments on priority</p> <p data-bbox="696 327 1093 355">Maintaining and updating inventory</p> <p data-bbox="696 397 1384 426">Cleaning and organizing company stockroom on a regular basis</p> <p data-bbox="696 467 1301 496">Planning logistics to accommodate incoming shipments</p> <p data-bbox="696 537 1144 566">Verifying and updating shipment records</p> <p data-bbox="696 608 1554 636">Adhering to established safety standards and complying with company policies</p> <p data-bbox="696 678 1290 707">Troubleshooting customer queries on shipment status</p> <p data-bbox="696 748 1883 777">Processing urgent customer queries to the Customer Service department in a professional and timely fashion</p> <p data-bbox="696 818 1379 847">Using machinery like pallet jacks and forklift to lift heavy items</p> <p data-bbox="696 888 1137 917">Monitoring status of ongoing shipments</p> <p data-bbox="696 959 1205 987">Communicating with drivers for faster delivery</p> <p data-bbox="696 1029 1644 1058">Ensuring all shipment details like postal charges, weight are mentioned on the package</p> <p data-bbox="696 1099 1391 1128">Keeping Production Supervisor informed about shipment status</p>

Job Code	Job Title	Responsibilities
16024	Shipping Manager	<p data-bbox="696 188 1308 217">Use software to check, track, route and prioritize orders</p> <p data-bbox="696 260 1644 288">Manage all the crucial documents such as bills of lading, pick slips, shipping notices etc.</p> <p data-bbox="696 331 1323 360">Direct the flow of shipments from packaging to shipment</p> <p data-bbox="696 403 1122 432">Oversee and lead the subordinate staff</p> <p data-bbox="696 475 1480 504">Check the labels, bar-codes along with other things of completed orders</p> <p data-bbox="696 547 1279 576">Control the budget of the entire logistics department</p> <p data-bbox="696 619 1805 647">Work as a team player in purchasing, warehouse, and other managers to optimize different processes</p> <p data-bbox="696 691 1178 719">Resolve issues related to the shipped orders</p> <p data-bbox="696 762 1384 791">Ensure compliance with company policies and legal regulations</p> <p data-bbox="696 834 1406 863">Report to higher management on issues and other risky activities</p>

Job Code	Job Title	Responsibilities
16025	Sourcing Manager	<p data-bbox="698 186 1496 215">Create strategic sourcing plans for smooth functioning of the department</p> <p data-bbox="698 256 1299 285">Originate flexible strategies and firmed profitable deals</p> <p data-bbox="698 327 1639 355">Understand the company's requirements and needs by carrying out thorough research</p> <p data-bbox="698 397 1339 426">Maintain a friendly relationship with suppliers and vendors</p> <p data-bbox="698 467 1173 496">Create sourcing reports and documentation</p> <p data-bbox="698 537 1500 566">Achieve maximum efficiency by carrying out various outsourcing methods</p> <p data-bbox="698 608 1326 636">Estimate cost by analyzing and bench-marking techniques</p> <p data-bbox="698 678 1429 707">Evaluate risks and adopt risk decreasing methods to minimize them</p> <p data-bbox="698 748 1276 777">Manage timely deliveries and determine the quantity</p> <p data-bbox="698 818 1263 847">Collaborate with trustworthy partners and suppliers</p> <p data-bbox="698 888 1285 917">Negotiate on the pricing such that it fits in our budget</p> <p data-bbox="698 959 1406 987">Coordinate with HR Department to hire candidates for your team</p> <p data-bbox="698 1029 1196 1058">Be aware of latest market trends and industry</p>

Job Code	Job Title	Responsibilities
16026	Stock Controller	<p data-bbox="698 186 1615 215">Forecast both supply and demand that helps prevent running OOS and overstocking</p> <p data-bbox="698 256 1603 285">Enter purchase details (invoices, vendor details, pricing) into the internal databases</p> <p data-bbox="698 327 1417 355">Place orders that help replenish stock items as and when required</p> <p data-bbox="698 397 1473 426">Track shipments and keep the records up-to-date on a day-to-day basis</p> <p data-bbox="698 467 1274 496">Oversee product storage, particularly of fragile items</p> <p data-bbox="698 537 1263 566">Estimate suppliers' offer and negotiate gainful deals</p> <p data-bbox="698 608 1317 636">Manage and maintain inventory audits on a regular basis</p> <p data-bbox="698 678 1335 707">Ensure the purchases do not exceed the estimated budget</p> <p data-bbox="698 748 1272 777">Manage the purchasing orders and inventory control</p> <p data-bbox="698 818 1554 847">Liaise with the internal teams and warehouse staff to test the product's quality</p>

Job Code	Job Title	Responsibilities
16027	Supply Chain Analyst	<p data-bbox="698 186 1682 215">Implementing the right supply chain methods and collecting supply chain data for analysis.</p> <p data-bbox="698 256 1839 285">Analyzing the data to identify problems occurring in the supply chain process and suggest improvements.</p> <p data-bbox="698 327 1256 355">Ensuring the supply chain standards are being met.</p> <p data-bbox="698 397 1491 426">Investigating to negotiate best-price contracts to boost business revenue</p> <p data-bbox="698 467 1424 496">Coordinating with all the staff involved in the supply chain process.</p> <p data-bbox="698 537 1648 566">Communicating with vendors for addressing issues and negotiating cost-effective deals.</p> <p data-bbox="698 608 1249 636">Monitoring and maintaining inventory procedures.</p> <p data-bbox="698 678 1435 707">Maintaining good relationships with business partners and vendors.</p> <p data-bbox="698 748 1339 777">Monitoring KPIs and evaluating supply chain performance.</p>

Job Code	Job Title	Responsibilities
16028	Supply Chain Engineer	<p>Analyzing supply chain processes and recommending improvement measures</p> <p>Optimizing areas that need improvement</p> <p>Suggesting supply chain strategies for effective functioning</p> <p>Collaborating with the Inventory Manager and Warehouse Manager to ensure systematic workflow</p> <p>Interpreting analytical data</p> <p>Determining and monitoring supply chain KPIs</p> <p>Maintaining a database of the processes for future reference</p> <p>Training and supervising new employees</p> <p>Building new and maintaining existing vendor relationships</p> <p>Adhering to the industry standards and making a note of the safety protocols</p> <p>Offering constructive feedback to the team members</p> <p>Resolving any roadblocks or queries professionally and on time</p>

Job Code	Job Title	Responsibilities
16029	Supply Chain Manager	<p data-bbox="696 186 1413 215">Analyzing and implementing supply chain management strategies</p> <p data-bbox="696 256 1200 285">Monitoring and determining supply chain KPIs</p> <p data-bbox="696 327 1619 355">Coordinating with the Sales and Marketing team to offer excellent customer support</p> <p data-bbox="696 397 1312 426">Identifying process bottlenecks and suggesting solutions</p> <p data-bbox="696 467 1520 496">Training, evaluating, and providing constructive feedback to team members</p> <p data-bbox="696 537 1171 566">Monitoring logistics and shipping processes</p> <p data-bbox="696 608 1249 636">Maintaining proper supply chain inventory records</p> <p data-bbox="696 678 1330 707">Building and maintaining long-lasting vendor relationships</p> <p data-bbox="696 748 1514 777">Implementing cost-effective solutions to streamline supply chain processes</p> <p data-bbox="696 818 1431 847">Adhering supply chain processes to legal procedures and guidelines</p> <p data-bbox="696 888 1368 917">Communicating negotiation terms with suppliers and vendors</p> <p data-bbox="696 959 1279 987">Overseeing manufacturing and distribution processes</p> <p data-bbox="696 1029 1218 1058">Analyzing and maintaining performance records</p> <p data-bbox="696 1099 1084 1128">Ensuring proper use of ERP systems</p>

Job Code	Job Title	Responsibilities
16030	Transport Administrator	<p data-bbox="698 186 1702 215">Coordinating with the Transportation team regarding transportation planning and strategies</p> <p data-bbox="698 256 1608 285">Reviewing customer requirements and suggesting vehicle types and freight charges</p> <p data-bbox="698 327 1615 355">Ensuring compliance with the safety standards and transportation department SOPs</p> <p data-bbox="698 397 1724 426">Handling any customer complaints and processing the urgent ones to the Senior Management</p> <p data-bbox="698 467 1200 496">Ensuring the safe and timely delivery of goods</p> <p data-bbox="698 537 1189 566">Coordinating loading and unloading activities</p> <p data-bbox="698 608 1207 636">Scheduling vehicle maintenance appointments</p> <p data-bbox="698 678 1164 707">Receiving customer requests and bookings</p> <p data-bbox="698 748 1359 777">Planning daily transportation schedules and assigning drivers</p> <p data-bbox="698 818 2002 847">Performing administrative duties such as preparing and maintaining shipment documents, invoices, and logbook entries</p> <p data-bbox="698 888 1420 917">Liaising with drivers for smooth movement of goods and materials</p> <p data-bbox="698 959 1529 987">Developing and implementing new and improved transportation procedures</p> <p data-bbox="698 1029 1099 1058">Updating freight charges periodically</p> <p data-bbox="698 1099 1480 1128">Managing transportation budget and checking for newer/shorter routes</p>

Job Code	Job Title	Responsibilities
16031	Transportation Manager	<p data-bbox="698 186 1413 215">Carry out safety audits for equipment and transportation vehicles</p> <p data-bbox="698 256 1178 285">File the shipping documentations accurately</p> <p data-bbox="698 327 1731 355">Prepare reports of maintenance and repair required for transportation vehicles and equipment</p> <p data-bbox="698 397 1256 426">Schedule the daily or weekly routes well in advance</p> <p data-bbox="698 467 1581 496">Arrange training workshops for employees for handling equipment and machines</p> <p data-bbox="698 537 1682 566">Maintain and update records of orders dispatched, vehicles and their respective schedules</p> <p data-bbox="698 608 1303 636">Use tracking software and bar-codes for tracking orders</p> <p data-bbox="698 678 1196 707">Make sure the safety regulations are followed</p> <p data-bbox="698 748 1485 777">Collaborate with warehouse workers to make sure goods are well stored</p> <p data-bbox="698 818 1429 847">Make sure company's policies and shipping legislation are followed</p> <p data-bbox="698 888 1592 917">Maintain and manage a daily log of all the operations happening in the warehouse</p>

Job Code	Job Title	Responsibilities
16032	Truck Driver	<p data-bbox="698 186 1435 215">Plan the delivery goods correctly so that they are delivered on time.</p> <p data-bbox="698 260 1155 288">Drive on different routes to deliver goods.</p> <p data-bbox="698 333 1294 362">Supervise load and unload of products from the trucks.</p> <p data-bbox="698 406 1200 435">Transport all fragile and heavy items carefully.</p> <p data-bbox="698 480 1223 509">Maintain and update the record of all deliveries.</p> <p data-bbox="698 553 1509 582">Inspect trucks on a daily basis for cleanliness and good working conditions.</p> <p data-bbox="698 627 1182 655">Ensure to follow the traffic and driving rules.</p> <p data-bbox="698 700 1240 729">Collect delivery confirmation from the customers.</p> <p data-bbox="698 774 1305 802">Monitor and refuel oil in the truck as and when needed.</p> <p data-bbox="698 847 1482 876">Report if there are any defects in the truck or if it requires maintenance.</p>

Job Code	Job Title	Responsibilities
16033	Vendor Manager	<p data-bbox="698 186 1395 215">Building and maintaining long-lasting relationships with vendors</p> <p data-bbox="698 256 1167 285">Reviewing new vendors and their products</p> <p data-bbox="698 327 1301 355">Negotiating product pricing and contracts with vendors</p> <p data-bbox="698 397 1395 426">Communicating product-related issues and concerns to vendors</p> <p data-bbox="698 467 1133 496">Researching new vendors in the market</p> <p data-bbox="698 537 1364 566">Monitoring sales trends to determine fastest selling products</p> <p data-bbox="698 608 1323 636">Developing and implementing vendor selection programs</p> <p data-bbox="698 678 1294 707">Communicating vendor responsibilities and obligations</p> <p data-bbox="698 748 1505 777">Establishing vendor performance standards and suggesting improvements</p> <p data-bbox="698 818 1368 847">Acting as an intermediary between vendors and stakeholders</p> <p data-bbox="698 888 1368 917">Coordinating all vendor management activities and processes</p> <p data-bbox="698 959 1077 987">Troubleshooting any vendor issues</p> <p data-bbox="698 1029 1415 1058">Suggesting vendor management processes, policies, and methods</p> <p data-bbox="698 1099 1469 1128">Updating, renewing, and canceling vendor contracts whenever needed</p>

Job Code	Job Title	Responsibilities
16034	Warehouse Associate	<p data-bbox="696 186 1323 215">Prepare orders by processing requests and supply orders.</p> <p data-bbox="696 256 1832 285">Receive products and materials from shipping trucks and ensure everything has been received correctly.</p> <p data-bbox="696 327 1507 355">Handle the products carefully and check them for any defects or damages.</p> <p data-bbox="696 397 1048 426">Pack and ship orders accurately.</p> <p data-bbox="696 467 1200 496">Monitor all incoming and outgoing shipments.</p> <p data-bbox="696 537 1095 566">Organize and manage the inventory.</p> <p data-bbox="696 608 1032 636">Keep a record of all shipments.</p> <p data-bbox="696 678 1294 707">Issue invoices to the customers and label the products.</p> <p data-bbox="696 748 1081 777">Prepare the products for shipment.</p> <p data-bbox="696 818 1346 847">Order more stock for the warehouse as and when required.</p> <p data-bbox="696 888 1785 917">Ensure all safety and hygiene standards are met in the warehouse for shipping and receiving orders.</p>

Job Code	Job Title	Responsibilities
16035	Warehouse Clerk	<p>Managing all the incoming and outgoing merchandise of the company.</p> <p>Loading and unloading items from the trucks</p> <p>Preparing outgoing shipment as per the schedule.</p> <p>Organizing items in the routine place according to the warehouse terms.</p> <p>Inspecting the stocks and reporting about the damaged products.</p> <p>Maintaining inventory stocks as well as shipment records.</p> <p>Recording all the stock received using computerized software such as NetSuite WMS, Infor Warehouse Management, LFS, or others.</p> <p>Packing the items in a systematic way.</p> <p>Managing cleanliness and tidiness of the warehouse on a day to day basis.</p> <p>Following all the warehouse safety procedures and guidelines.</p>

Job Code	Job Title	Responsibilities
16036	Warehouse Manager	<p data-bbox="696 186 1305 213">Keep in touch with drivers to ensure efficient deliveries.</p> <p data-bbox="696 260 1099 287">Oversee and control inventory tasks.</p> <p data-bbox="696 331 1305 359">Maintain and manage the equipment in the warehouse.</p> <p data-bbox="696 403 1184 430">Impose the company's rules and regulations.</p> <p data-bbox="696 475 1982 502">Oversee warehouse employees and manage daily operations. Improve results by assigning tasks to the team properly.</p> <p data-bbox="696 547 1151 574">Examine tools and equipment conditions.</p> <p data-bbox="696 619 1352 646">Coordinate with suppliers, clients, and transport companies.</p> <p data-bbox="696 691 1263 718">Shortlist, select, motivate and train new employees.</p> <p data-bbox="696 762 1361 790">Collect feedback and inspect the quality of services provided.</p> <p data-bbox="696 834 1133 861">Create and maintain the annual budget.</p> <p data-bbox="696 906 1335 933">Maintain standards of safety, health security, and hygiene.</p>

Job Code	Job Title	Responsibilities
16037	Warehouse Operator	<p data-bbox="698 186 1630 215">Cross-checking the merchandise for any damages and signing shipments upon receipt</p> <p data-bbox="698 256 1021 285">Verifying merchandise details</p> <p data-bbox="698 327 1608 355">Maintaining an accurate and detailed record of the shipments received and shipped</p> <p data-bbox="698 397 1386 426">Coordinating the shipment status with distributors and vendors</p> <p data-bbox="698 467 1184 496">Checking and arranging for warehouse space</p> <p data-bbox="698 537 1193 566">Assisting with loading and unloading of goods</p> <p data-bbox="698 608 1787 636">Arranging for heavy machinery such as forklifts and hand carts for moving and stocking merchandise</p> <p data-bbox="698 678 1346 707">Categorizing merchandise in different boxes and containers</p> <p data-bbox="698 748 1641 777">Packing merchandise using appropriate labels and mentioning correct shipment details</p> <p data-bbox="698 818 1312 847">Processing and scheduling orders for delivery and pickup</p> <p data-bbox="698 888 1095 917">Conducting regular inventory checks</p> <p data-bbox="698 959 1375 987">Ensuring that the warehouse is kept clean and safe at all times</p> <p data-bbox="698 1029 1137 1058">Maintaining and updating inventory logs</p> <p data-bbox="698 1099 1520 1128">Coordinating day-to-day warehouse activities with the Warehouse Manager</p>

Job Code	Job Title	Responsibilities
16038	Warehouse Supervisor	<p data-bbox="696 186 2002 252">Accomplish high levels of client satisfaction via excellence in receiving, identifying, dispatching and assuring best quality products</p> <p data-bbox="696 296 1319 323">Organize, as well as, maintain storage and inventory area</p> <p data-bbox="696 368 1733 395">Measure and report the effectiveness of employees' performance and warehousing operations</p> <p data-bbox="696 440 1281 467">Ensure the accuracy of all transactions and shipments</p> <p data-bbox="696 512 1424 539">Train and coach employees and communicate the job expectations</p> <p data-bbox="696 584 1240 611">Assign data entry tasks to juniors and new joinees</p> <p data-bbox="696 655 1196 683">Assign workload and determine staffing levels</p> <p data-bbox="696 727 1312 754">Coordinate and confer activities with other departments</p> <p data-bbox="696 799 1771 826">Identify areas that require improvement and also establish creative work practices and procedures</p> <p data-bbox="696 871 1547 898">Interact with the customers to resolve their issues and answer their questions</p> <p data-bbox="696 943 1704 970">Coordinate with the HR Department while hiring employees for the Warehouse Department</p>

Job Code	Job Title	Responsibilities
16039	Warehouse Worker	<p data-bbox="698 186 1529 215">Prepare, as well as, complete order delivery and pick up as per the schedule.</p> <p data-bbox="698 256 1352 285">Receive and process warehouse inventory on a regular basis</p> <p data-bbox="698 327 1599 355">Perform inventory controls and keep the quality standards high for audit purposes.</p> <p data-bbox="698 397 1509 426">Keep a safe and clean working environment and optimize space utilization.</p> <p data-bbox="698 467 1066 496">Prepare and maintain file records.</p> <p data-bbox="698 537 1003 566">Report discrepancies, if any.</p> <p data-bbox="698 608 1366 636">Corporate and communicate with coworkers and supervisors.</p> <p data-bbox="698 678 1594 707">Maintain and operate warehouse equipment and vehicles with attention and care.</p> <p data-bbox="698 748 1731 777">Follow quality standards and comply in accordance with the rules, procedures, and regulations.</p>

Job Code	Job Title	Responsibilities
17001	Advertising Manager	<p data-bbox="696 188 1682 215">Planning out various marketing and advertising campaigns based on client's requirements.</p> <p data-bbox="696 260 1783 287">Implementing various advertising strategies based primarily on products and services being offered.</p> <p data-bbox="696 331 1420 359">Supervising the advertising staff and the departmental operations.</p> <p data-bbox="696 403 1552 430">Delegating tasks to the appropriate team members based on their capabilities.</p> <p data-bbox="696 475 1541 502">Performing in-depth market research along with other fellow team members.</p> <p data-bbox="696 547 1536 574">Monitoring the performance of the campaigns and ensuring its effectiveness.</p> <p data-bbox="696 619 1485 646">Negotiating contracts with the clients for the services rendered to them.</p> <p data-bbox="696 691 1133 718">Meeting clients to give technical advice.</p> <p data-bbox="696 762 1294 790">Establishing the advertising budget on a monthly basis.</p> <p data-bbox="696 834 1709 861">Helping in the Human Resources Department in the hiring process for entry-level candidates.</p> <p data-bbox="696 906 1749 933">Staying up to date with the latest developments and strategies in the advertising media industry.</p>

Job Code	Job Title	Responsibilities
17002	Associate Brand Manager	<p>Setting objectives to meet organizational goals.</p> <p>Formulating marketing strategies for the long run.</p> <p>Researching to identify target customers in the marketplace.</p> <p>Improving packaging of the product.</p> <p>Planning a proper marketing budget.</p> <p>Implementing and monitoring marketing campaigns.</p> <p>Analyzing the competitor's growth and customer behavior.</p> <p>Collaborating with the Product Marketing Manager to suggest improvements.</p> <p>Developing reports on various marketing campaigns and activities.</p> <p>Presenting the monthly report to the Brand Manager.</p> <p>Planning and organizing promotional events.</p> <p>Adhering to all the rules and regulations of the company.</p> <p>Maintaining a good relationship with customers.</p> <p>Choosing appropriate and effective marketing distribution channels.</p>

Job Code	Job Title	Responsibilities
17003	Associate Editor	<p data-bbox="698 186 1146 215">Creating innovative and creative content.</p> <p data-bbox="698 256 1021 285">Setting publication standards.</p> <p data-bbox="698 327 1070 355">Meeting goals of the organization.</p> <p data-bbox="698 397 1126 426">Brainstorming with the team members.</p> <p data-bbox="698 467 1142 496">Editing the stories and pieces of content.</p> <p data-bbox="698 537 981 566">Proofreading the content.</p> <p data-bbox="698 608 1391 636">Improvising the content without damaging the original content.</p> <p data-bbox="698 678 1290 707">Ensuring proper flow, voice, and clarity of the content.</p> <p data-bbox="698 748 1126 777">Planning the content on the daily basis.</p> <p data-bbox="698 818 1227 847">Guiding the content team as and when required.</p> <p data-bbox="698 888 1196 917">Cross-checking the facts, statistics, and dates.</p> <p data-bbox="698 959 1223 987">Hiring new writers and training them, if needed.</p> <p data-bbox="698 1029 1756 1058">Supervising the graphics and web development team's progress with respect to content and SEO.</p> <p data-bbox="698 1099 1238 1128">Evaluating submissions from the Content Writers.</p>

Job Code	Job Title	Responsibilities
17004	Blogger	<p>Pitching innovative ideas for blogs, newsletters, and website content</p> <p>Writing engaging content</p> <p>Editing the written content for spelling, grammar, and sentence structure</p> <p>Promoting blog via emails, newsletters, and on social media channels</p> <p>Engaging with the audience by responding to comments and feedback</p> <p>Conducting thorough research before writing</p> <p>Preparing and submitting content on time</p> <p>Creating supporting content like videos, infographics, and podcasts</p> <p>Conducting basic website updates and maintaining website structure by using HTML</p> <p>Proofreading all written and visual content</p> <p>Promoting products and services by generating persuasive content</p> <p>Generating and maximizing organic traffic by using SEO keywords and SEM tools</p> <p>Contacting and inviting other bloggers for guest posts</p> <p>Monitoring the engagement rate on published posts</p>

Job Code	Job Title	Responsibilities
17005	Brand Ambassador	<p data-bbox="696 186 2078 252">Post and promote our brand products/services online via marketing campaigns (e.g. social media platforms and forums) on a regular basis.</p> <p data-bbox="696 296 992 323">Respond to online reviews.</p> <p data-bbox="696 368 1384 395">Partake in public expos as a representative of our organization.</p> <p data-bbox="696 440 1659 467">Understand our products and services thoroughly to introduce them to potential clients.</p> <p data-bbox="696 512 2078 539">Utilize word of mouth marketing strategies such as referring our organization to friends and drive business to the organization.</p> <p data-bbox="696 584 1095 611">Help in organizing marketing events.</p> <p data-bbox="696 655 1480 683">Track client's inclinations and propose advertising and positioning ideas.</p> <p data-bbox="696 727 1832 754">Give feedback to the Sales, Marketing and Product departments with respect to the client's solicitations.</p> <p data-bbox="696 799 1294 826">Track and report on competitor's advertising activities.</p> <p data-bbox="696 871 1644 898">Oversee online comments and respond or forward them to the Marketing department.</p>

Job Code	Job Title	Responsibilities
17006	Brand Manager	<p>Take ownership of our brand and evaluate its market position.</p> <p>Provide the creative vision and mission for our brand.</p> <p>Develop brand strategies into creative brand plans and new brand market strategies.</p> <p>Assess insights into our brand target audiences. Make a report of consumer behavior accordingly.</p> <p>Develop performance specifications such as sales estimates and cost and benefit parameters.</p> <p>Monitor the marketing trends on a regular basis and report the same to our product development team.</p> <p>Provide suggestions to executive management for the marketing strategies of our brand.</p> <p>Measure execution of all marketing campaigns against KPI.</p> <p>Mentor and guide the marketing team to get the best from them.</p> <p>Screen market trends, research consumer markets and competitor activities.</p> <p>Recognize opportunities for the growth of our brand.</p> <p>Report key issues and take action to resolve them.</p> <p>Manage marketing activities and comply them with product line strategy.</p> <p>Monitor buyer responses and product distribution.</p>

Job Code	Job Title	Responsibilities
17007	Brand Strategist	<p data-bbox="696 188 2007 215">Assemble feedback from the sales team and analyze the behavior of clients to characterize the position of our company.</p> <p data-bbox="696 260 1503 287">Craft the differentiation brand strategy of our company and implement it.</p> <p data-bbox="696 331 2063 359">Develop guidelines that characterize both online and offline voice of our company including terminology, motto, and slogans.</p> <p data-bbox="696 403 1720 430">Brief our creative team about promoting and marketing the projects they will be dealing with.</p> <p data-bbox="696 475 1809 502">Conduct lead focused and competitive research to recognize our qualities, strengths, and weaknesses.</p> <p data-bbox="696 547 1541 574">Plan and design content marketing campaigns for new products and markets.</p> <p data-bbox="696 619 1514 646">Work closely with the Graphics Designer as well as other Digital Marketers.</p> <p data-bbox="696 691 1234 718">Create our social media and networking strategy.</p> <p data-bbox="696 762 1626 790">Evaluate the performance of our advertising campaigns, events, and other occasions.</p> <p data-bbox="696 834 1525 861">Scrutinize market trends and recognize new opportunities for our company.</p>

Job Code	Job Title	Responsibilities
17008	Campaign Manager	<p data-bbox="696 186 1447 215">Ideating and developing different B2B and B2C marketing campaigns</p> <p data-bbox="696 260 1559 288">Developing procedures for the proper implementation of marketing campaigns</p> <p data-bbox="696 333 1733 362">Briefing Content Writers, Graphic Designers, and freelancers about the campaign requirements</p> <p data-bbox="696 406 1420 435">Identifying and sourcing freelance projects to external ad agencies</p> <p data-bbox="696 480 1406 509">Managing and completing campaigns within the assigned budget</p> <p data-bbox="696 553 1547 582">Proofreading promotional materials prepared by the content and design team</p> <p data-bbox="696 627 1335 655">Ensuring all campaigns reflect the brand's image and voice</p> <p data-bbox="696 700 1408 729">Analyzing campaign performance and preparing a detailed report</p> <p data-bbox="696 774 1111 802">Determining KPIs and measuring ROIs</p> <p data-bbox="696 847 1290 876">Cross-checking the accuracy of all marketing materials</p> <p data-bbox="696 920 1610 949">Conducting meetings with clients to identify and conceptualize marketing strategies</p> <p data-bbox="696 994 1279 1023">Preparing campaign schedule and assigning timelines</p> <p data-bbox="696 1067 1211 1096">Gathering campaign information and resources</p> <p data-bbox="696 1141 1283 1169">Implementing improvement measures when required</p>

Job Code	Job Title	Responsibilities
17009	Chief Marketing Officer	<p data-bbox="696 186 1413 215">Adhere to market trends and build effective marketing strategies.</p> <p data-bbox="696 256 1350 285">Develop and plan an effective product marketing campaign.</p> <p data-bbox="696 327 1599 355">Create and organize marketing operations and functions for product development.</p> <p data-bbox="696 397 1756 426">Bring innovative marketing solutions for the company keeping the vision and our mission aligned.</p> <p data-bbox="696 467 1736 496">Close coordination with the marketing team and other departments to ensure smooth working.</p> <p data-bbox="696 537 1760 566">Present the company's market strategies in front of the executives and all the other stakeholders.</p> <p data-bbox="696 608 1848 636">Prepare marketing budget plans and proposals for the marketing efforts on an annual and quarterly basis.</p> <p data-bbox="696 678 1657 707">Create a feasible and practical marketing plan and monitor its execution on a daily basis.</p> <p data-bbox="696 748 2063 777">Supervise as well as conduct all the marketing operations including organizational communication and promotional activities.</p> <p data-bbox="696 818 1357 847">Design promotional campaigns and work on public relations.</p> <p data-bbox="696 888 1308 917">Stay up to date with new technology and best practices.</p>

Job Code	Job Title	Responsibilities
17010	Communications Assistant	<p>Assist the team in planning and implementing new communications strategies</p> <p>Offer managerial sustenance to programs and in-house teams</p> <p>Edit and draft press releases, articles, blog posts, etc</p> <p>Be responsible to keep web content up-to-date</p> <p>Implement social media policies and tactics to be followed by the team</p> <p>Update our company's databases time to time</p> <p>Provide administrative support to our team as well as to the clients</p> <p>Keep a track of the ongoing projects</p> <p>Monitor media exposure for the company's latest updates and accordingly, make changes</p> <p>Assist efficient internal communications</p> <p>Maintain weekly calendars and the record of appointments</p> <p>Prepare presentations for the clients</p> <p>Prepare reports for the senior management of the company</p> <p>Keep updated about latest developments and trends of marketing</p>

Job Code	Job Title	Responsibilities
17011	Communications Manager	<p data-bbox="698 186 1771 215">Planning and developing various marketing materials to promote company's products and services</p> <p data-bbox="698 256 1514 285">Reviewing blogs, press releases to ensure correct mention of all the details</p> <p data-bbox="698 327 1429 355">Developing and implementing effective communications strategies</p> <p data-bbox="698 397 1323 426">Analyzing the performance of communications strategies</p> <p data-bbox="698 467 1240 496">Reviewing and allocating communications budget</p> <p data-bbox="698 537 1480 566">Coordinating day-to-day operations with the Communications Assistant</p> <p data-bbox="698 608 1227 636">Developing and implementing department goals</p> <p data-bbox="698 678 1216 707">Reviewing and managing social media activities</p> <p data-bbox="698 748 1256 777">Maintaining and updating weekly content calendar</p> <p data-bbox="698 818 1189 847">Keeping a track of the ongoing project status</p> <p data-bbox="698 888 1496 917">Researching and understanding consumer behavior and target audiences</p> <p data-bbox="698 959 1518 987">Ensuring all communications plans and strategies meet company standards</p> <p data-bbox="698 1029 1290 1058">Preparing and monitoring monthly and annual reports</p>

Job Code	Job Title	Responsibilities
17012	Communications Specialist	<p data-bbox="696 186 1352 215">Developing marketing plans and strategies for the company.</p> <p data-bbox="696 256 1525 285">Understanding in detail the products and services the company has to offer.</p> <p data-bbox="696 327 1267 355">Coordinating and arranging conferences and events.</p> <p data-bbox="696 397 1568 426">Drafting publicity materials, press releases, articles, and other related materials.</p> <p data-bbox="696 467 1715 496">Collaborating with Marketing Professionals to establish and maintain relationships with them.</p> <p data-bbox="696 537 1249 566">Handling media inquiries in a professional manner.</p> <p data-bbox="696 608 1234 636">Adhering to the company's rules and regulations.</p> <p data-bbox="696 678 1939 707">Maintaining and managing the company's social media presence in collaboration with the Digital Marketing Team.</p> <p data-bbox="696 748 1753 777">Working closely with other fellow team members and brainstorming ideas as and when required.</p> <p data-bbox="696 818 1554 847">Maintaining a healthy relationship with Journalists and other media personnel.</p> <p data-bbox="696 888 1211 917">Managing the company's campaign effectively.</p> <p data-bbox="696 959 1346 987">Coming up with creative ideas to share company messages.</p> <p data-bbox="696 1029 1514 1058">Staying up to date with various communications strategies and techniques.</p>

Job Code	Job Title	Responsibilities
17013	Content Creator	<p>Research and plan out effective and engaging content ideas for industry related topics</p> <p>Make well-organized drafts by using digital publishing means</p> <p>Design and distribute the eCopy having the information of our company's products</p> <p>Interview the relevant industry professionals and publishing their points in the blog posts</p> <p>Optimize content according to SEO standards and principles</p> <p>Proofread the material to be published</p> <p>Coordinate with the design and marketing teams to clarify articles</p> <p>Update the content on our website</p> <p>Upload the latest content on social media platforms</p> <p>Ensure good website traffic and leads for our products</p> <p>Stay up to date with latest industry trends and practices</p>

Job Code	Job Title	Responsibilities
17014	Content Developer	<p data-bbox="696 188 1205 215">Create content strategies for the organization.</p> <p data-bbox="696 260 1525 287">Write creative and unique content as well as come up with innovative ideas.</p> <p data-bbox="696 331 1543 359">Work in collaboration with the Content Team and the Digital Marketing team.</p> <p data-bbox="696 403 1234 430">Follow all SEO practices while producing content.</p> <p data-bbox="696 475 1364 502">Rewrite old content from the website to give it a fresh touch.</p> <p data-bbox="696 547 1384 574">Write technical content for organization products and services.</p> <p data-bbox="696 619 1861 646">Proofread content written by Content Creators, Content Writers, and other members of the relevant team.</p> <p data-bbox="696 691 1601 718">Overseeing the sharing of content across various departments mainly social media.</p> <p data-bbox="696 762 1077 790">Perform precise keyword research.</p> <p data-bbox="696 834 1227 861">Edit the content before publishing it on the web.</p> <p data-bbox="696 906 1570 933">Stay up to date with various methods to create engaging and attractive content.</p>

Job Code	Job Title	Responsibilities
17015	Content Editor	<p data-bbox="696 186 1447 215">Write content for blog posts, newsletters, webpages, and brochures.</p> <p data-bbox="696 260 1357 288">Proofread and edit content written by other team members.</p> <p data-bbox="696 331 2011 360">Prepare and manage the content calendar to make sure regular content is published on different social media platforms.</p> <p data-bbox="696 403 1256 432">Edit and optimize content based on SEO guidelines.</p> <p data-bbox="696 475 1480 504">Suggest new content ideas so as to drive targeted traffic to the website.</p> <p data-bbox="696 547 1507 576">Edit the content and send newsletters to the subscribers on a timely basis.</p> <p data-bbox="696 619 1682 647">Work in collaboration with the Content Manager, Content Creator, and Content Strategist.</p> <p data-bbox="696 691 2040 751">Stay up to date with the latest news on how to write content relevant to the company and develop innovative concepts for content production.</p>

Job Code	Job Title	Responsibilities
17016	Content Manager	<p>Create an effective content strategy aligned with short-term and long-term marketing targets.</p> <p>Write, edit, proofread, improve and publish engaging content and posts.</p> <p>Ensure brand consistency by coordinating with content writers.</p> <p>Improve and optimize content according to the SEO guidelines.</p> <p>Utilize content management frameworks to analyze user engagement metrics and website traffic.</p> <p>Manage content distribution to social media platforms and other online channels to increase web traffic.</p> <p>Ensure the content team is on board by developing an editorial calendar.</p> <p>Ensure compliance with various copyright and data protection laws Create different types of online content like ebooks, white papers, infographics, guides, blogs, etc to engage the audience.</p> <p>Work with designers, product marketing teams, sales teams, external influencers, and other industry specialists to plan and develop site content and marketing strategies.</p> <p>Stay up-to-date with trends and create new ideas to engage the audience.</p>

Job Code	Job Title	Responsibilities
17017	Content Marketing Manager	<ul style="list-style-type: none"> <li>Assigning and managing day-to-day content creation activities</li> <li>Developing effective marketing plans and content marketing strategies</li> <li>Proofreading all content before publishing</li> <li>Aiding in brand's awareness on all digital platforms</li> <li>Attracting and translating organic traffic into sales</li> <li>Coordinating with the Marketing team to create and manage the marketing budget</li> <li>Working closely with the Design and Editorial team to generate high quality content</li> <li>Identifying and optimizing SEO content along with Data Analysts</li> <li>Generating different online content like infographics, blogs and ebooks</li> <li>Growing and tracking the subscriber count</li> <li>Undertaking all marketing activities while adhering to the company's policies and guidelines</li> <li>Managing email marketing and other marketing communications to achieve target</li> <li>Undertaking content marketing initiatives and implementing SEO practices</li> <li>Analyzing online traffic and generating reports on a regular basis</li> <li>Communicating with the Content Manager, Content Strategist and Social Media Manager for effective functioning of marketing campaigns</li> </ul>

Job Code	Job Title	Responsibilities
17018	Content Strategist	<p data-bbox="696 188 1227 215">Create content for the website on a timely basis.</p> <p data-bbox="696 260 1648 287">Identify the loopholes in our current content marketing strategies and suggest changes.</p> <p data-bbox="696 331 1547 359">Create SOPs for quality content management for the long term business goals.</p> <p data-bbox="696 403 1406 430">Manage and schedule social media posts for the target audience.</p> <p data-bbox="696 475 1424 502">Lead a team of writers for blogs and other short term assignments.</p> <p data-bbox="696 547 1462 574">Edit, proofread and improve content created by other team members.</p> <p data-bbox="696 619 1308 646">Ensure timely publishing of all the promotional material.</p> <p data-bbox="696 691 1675 718">Update the website and ensure it adheres to Search Engine Optimization (SEO) guidelines.</p> <p data-bbox="696 762 1541 790">Conduct content audits and research to improve our digital marketing efforts.</p> <p data-bbox="696 834 1308 861">Create and monitor web traffic as per the requirements.</p> <p data-bbox="696 906 1205 933">Coordinate with design teams for publications.</p> <p data-bbox="696 978 1630 1005">Generate ideas around industry-related trending topics and nurture brand awareness.</p> <p data-bbox="696 1050 1451 1077">Document the status and the results achieved in a structured format.</p>

Job Code	Job Title	Responsibilities
17019	Copy Editor	<p>Assisting in rewriting the content without damaging its original quality.</p> <p>Proofreading the text and suggesting improvements in it.</p> <p>Reworking on articles if required.</p> <p>Checking for punctuation, spelling, and grammar mistakes and errors.</p> <p>Writing catchy headlines as per the instructions.</p> <p>Reviewing the manuscript for its completeness.</p> <p>Making sure the content is as per the in-house style.</p> <p>Ensuring accurate voice, flow, and clarity of the content.</p> <p>Asking questions to the author as and when needed.</p> <p>Ensuring that the illustrations are correct.</p> <p>Adhering to the rules and regulations of the publication house.</p> <p>Collaborating with Content Writers, Content Developer, and other fellow team members.</p> <p>Coming up with creative ideas for content creation.</p> <p>Making sure the content is published in a timely manner.</p>

Job Code	Job Title	Responsibilities
17020	Creative Assistant	<p>Ideating content for marketing and promotional activities including supporting materials like brochures, social media posts, and short videos</p> <p>Coordinating with the Marketing Manager to determine the clients' needs, budget, and timelines</p> <p>Planning engaging content for both internal and external use</p> <p>Preparing customizable templates for email and social media marketing</p> <p>Communicating clients needs and brand's vision to the Content team to help generate attractive content</p> <p>Suggesting ideas for presentations, newsletters, and infographics</p> <p>Preparing and maintaining a detailed record of all promotional activities</p> <p>Gathering information and supporting materials like logos required for marketing purpose</p> <p>Recommending ideas for brand building</p> <p>Suggesting changes/improvements to content, the appearance of the company's website and social media platforms</p> <p>Brainstorming along with Digital Media Planner</p> <p>Developing strategies for various projects</p> <p>Preparing well-defined copies for client's review purpose</p>

Job Code	Job Title	Responsibilities
17021	Creative Consultant	<p data-bbox="696 188 1391 215">Meeting clients and proposing offers as per their requirements.</p> <p data-bbox="696 260 1122 287">Pitching innovative ideas to the clients.</p> <p data-bbox="696 331 1283 359">Creating engaging content for social media platforms.</p> <p data-bbox="696 403 1491 430">Collaborating with the Project Manager to understand the client's needs.</p> <p data-bbox="696 475 1368 502">Creating a marketing campaign focusing on brand awareness.</p> <p data-bbox="696 547 1518 574">Communicating with clients and updating them about marketing strategies.</p> <p data-bbox="696 619 1294 646">Coordinating with the Copywriter for campaign scripts.</p> <p data-bbox="696 691 1272 718">Taking feedback from the marketing team members.</p> <p data-bbox="696 762 1171 790">Reviewing the final design of the campaign.</p> <p data-bbox="696 834 1379 861">Editing content and making changes as required by the clients.</p> <p data-bbox="696 906 1536 933">Preparing marketing materials such as brochures, pamphlets, and magazines.</p> <p data-bbox="696 978 1279 1005">Assisting the HR department in hiring the employees.</p> <p data-bbox="696 1050 1249 1077">Organizing creative workshops for team members.</p> <p data-bbox="696 1121 1249 1149">Maintaining a healthy relationship with the clients.</p>

Job Code	Job Title	Responsibilities
17022	Creative Director	<p data-bbox="698 186 1227 215">Developing advertising and promotional content</p> <p data-bbox="698 256 1245 285">Pitching ideas and content strategies to the clients</p> <p data-bbox="698 327 1193 355">Negotiating with clients and service providers</p> <p data-bbox="698 397 1218 426">Keeping clients updated on the campaign status</p> <p data-bbox="698 467 1261 496">Translating ideas and concepts to the Creative team</p> <p data-bbox="698 537 1189 566">Leading and overseeing all stages of a project</p> <p data-bbox="698 608 1133 636">Reviewing drafts and making alterations</p> <p data-bbox="698 678 1196 707">Hiring, training, and managing team members</p> <p data-bbox="698 748 1402 777">Ensuring the project campaigns are in-line with the brand's voice</p> <p data-bbox="698 818 1404 847">Coordinating with Copywriters for scripts and well-crafted copies</p> <p data-bbox="698 888 931 917">Overseeing ad shoots</p> <p data-bbox="698 959 1543 987">Communicating with the Project Manager to understand clients requirements</p> <p data-bbox="698 1029 1453 1058">Resolving creative differences between the client and team members</p> <p data-bbox="698 1099 1361 1128">Creating marketing campaigns to improve company branding</p>

Job Code	Job Title	Responsibilities
17023	CRM Director	<p>Maintain and strengthen relationships with the clients.</p> <p>Make sure that the sales strategies generate day to day active sales.</p> <p>Form and implement the latest marketing techniques to attract new customers and increase customer engagement.</p> <p>Implement precise marketing tactics to retain existing clients.</p> <p>Plan and manage multi-channel marketing campaigns.</p> <p>Make strategies to respond to the customer's queries.</p> <p>Follow and practice the latest market trends that will lead to the development of CRM systems.</p> <p>Assess and finalize CRM software to meet business needs.</p>

Job Code	Job Title	Responsibilities
17024	Digital Marketing Assistant	<p>Assisting the Sales and Marketing departments with campaigns and events</p> <p>Performing administrative tasks such as updating databases and spreadsheets</p> <p>Conducting market research and developing effective marketing strategies</p> <p>Creating engaging and SEO friendly content for the company's website, social media pages and for press releases</p> <p>Coordinating with the Digital Marketing Manager to schedule all marketing activities</p> <p>Preparing and conducting surveys/questionnaires to gather consumer feedback</p> <p>Communicating with clients and affiliate partners</p> <p>Ensuring proper portrayal of brand's image and tone</p> <p>Conducting research on latest market trends and keywords</p> <p>Drafting marketing emails</p> <p>Tracking the subscriber count</p> <p>Maintaining the company's all social media accounts</p> <p>Attending marketing events and training sessions</p> <p>Analyzing and tracking online marketing metrics</p>

Job Code	Job Title	Responsibilities
17025	Digital Marketing Consultant	<p data-bbox="696 188 1429 217">Developing and implementing effective digital marketing strategies</p> <p data-bbox="696 260 1487 288">Communicating with clients to understand their marketing requirements</p> <p data-bbox="696 331 1588 360">Identifying various social media channels that drive greater audience engagement</p> <p data-bbox="696 403 1664 432">Reviewing the digital marketing budget and ensuring project completion within the same</p> <p data-bbox="696 475 1630 504">Analyzing ongoing digital marketing strategies and suggesting improvement measures</p> <p data-bbox="696 547 943 576">Conducting SEO audits</p> <p data-bbox="696 619 1939 647">Assisting the content team with creating content for various websites, social media pages and marketing materials</p> <p data-bbox="696 691 1547 719">Coordinating digital marketing campaigns with the Digital Marketing Specialist</p> <p data-bbox="696 762 1249 791">Optimizing web pages to drive more organic traffic</p> <p data-bbox="696 834 1581 863">Conducting in-depth research on keywords and other digital media best practices</p>

Job Code	Job Title	Responsibilities
17026	Digital Marketing Executive	<p data-bbox="698 186 1765 215">Contribute to the preparation of policies to form a long-lasting digital association with consumers.</p> <p data-bbox="698 260 1570 288">Supervise the current company incidence on social media marketing campaigns.</p> <p data-bbox="698 333 1391 362">Active involvement in Search Engine Optimization (SEO) efforts.</p> <p data-bbox="698 406 1520 435">Prepare operational newsletters and persuasive email marketing strategies.</p> <p data-bbox="698 480 1227 509">Provide inventive designs for content marketing.</p> <p data-bbox="698 553 1406 582">Work together with Web Designers to maximize user experience.</p> <p data-bbox="698 627 1592 655">Coordinate with Social Media Marketing Manager in regards to the online adverts.</p> <p data-bbox="698 700 1200 729">Conserve partnerships with media companies.</p> <p data-bbox="698 774 1503 802">Stay updated with digital marketing trends and attend networking events.</p>

Job Code	Job Title	Responsibilities
17027	Digital Marketing Manager	<p data-bbox="696 186 2063 252">Develop and implement all advanced digital marketing campaigns e.g. Pay-per-click (PPC)/Pay-Per-Performance (PPP), Search Engine Marketing (SEM)/Search Engine Optimization(SEO), Email Marketing, Send Marketing Messages (SMS) campaigns.</p> <p data-bbox="696 296 1196 323">Build and maintain our social media presence.</p> <p data-bbox="696 368 1435 395">Measure the overall ROI and KPIs of all digital marketing campaigns.</p> <p data-bbox="696 440 1200 467">Identify current marketing trends and insights.</p> <p data-bbox="696 512 1469 539">Optimize the costs and campaign performance based on these insights.</p> <p data-bbox="696 584 1272 611">Develop creative digital marketing growth strategies.</p> <p data-bbox="696 655 1615 683">Plan, execute and measure conversion tests to create strategic planning accordingly.</p> <p data-bbox="696 727 1666 754">Work with internal teams to create landing pages and improve the consumer experience.</p> <p data-bbox="696 799 1700 826">Use your analytical abilities to assess the experience of our audience over multiple channels.</p> <p data-bbox="696 871 1675 898">Help in setting and optimizing marketing funnels (e.g, click funnel, conversion funnel, etc).</p>

Job Code	Job Title	Responsibilities
17028	Digital Marketing Specialist	<p data-bbox="696 186 1644 215">Develop digital media strategies with business goals aligned with the company's vision.</p> <p data-bbox="696 256 1655 285">Create digital content including websites, blogs, articles, animated explainer videos, etc.</p> <p data-bbox="696 327 1339 355">Establish our online presence and create brand awareness.</p> <p data-bbox="696 397 1861 426">Run day to day social media and search engine optimization audits to ensure best practices are being used.</p> <p data-bbox="696 467 1406 496">Maintain SEO regular keyword research and other best practices.</p> <p data-bbox="696 537 1111 566">Create a unique brand identity online.</p> <p data-bbox="696 608 1229 636">Create visual concepts for promotional activities.</p> <p data-bbox="696 678 2051 707">Create and monitor Google Ads marketing campaigns and coordinate with the graphics team to create engaging display ads.</p> <p data-bbox="696 748 1574 777">Spread the company's message through social media and other online mediums.</p> <p data-bbox="696 818 1305 847">Increase the company's sales through online marketing.</p> <p data-bbox="696 888 1424 917">Improve customer engagement using various marketing strategies.</p> <p data-bbox="696 959 954 987">Supervise ROI and KPIs.</p>

Job Code	Job Title	Responsibilities
17029	Digital Media Planner	<p>Planning and executing digital media strategies and campaigns to meet the clients' requirements</p> <p>Researching and acquiring digital advertising as well as print advertising space</p> <p>Monitoring the performance of ongoing campaigns and evaluating past campaigns results</p> <p>Liaising with clients to understand their requirements and budget</p> <p>Developing campaigns within the allocated budget</p> <p>Preparing and presenting ideas and briefs to clients</p> <p>Coordinating the implementation of digital media plans with the internal team members</p> <p>Collecting and analyzing campaign data, reports, and metrics</p> <p>Monitoring new market developments</p> <p>Communicating with digital media publishers to schedule campaigns as per the plan</p> <p>Undertaking search engine optimization of different campaigns</p> <p>Analyzing research data and making recommendations to target potential clients</p> <p>Working closely with the Sales department to analyze campaign outreach</p> <p>Managing the day-to-day implementation of campaigns in different geographic locations</p>

Job Code	Job Title	Responsibilities
17030	Digital Strategist	<p data-bbox="698 186 1440 217">Planning, developing, and implementing digital marketing strategies</p> <p data-bbox="698 256 1341 287">Overseeing the performance of digital marketing platforms</p> <p data-bbox="698 327 1095 357">Monitoring and optimizing SEO/SEM</p> <p data-bbox="698 397 1037 427">Keeping a track of KPIs and ROI</p> <p data-bbox="698 467 1090 497">Forecasting digital marketing trends</p> <p data-bbox="698 537 1184 568">Measuring marketing and sales performance</p> <p data-bbox="698 608 1400 638">Managing and tracking the assigned budget for digital marketing</p> <p data-bbox="698 678 1216 708">Handling social media accounts of the company</p> <p data-bbox="698 748 1323 778">Developing ways to improve the quality of online content</p> <p data-bbox="698 818 1386 849">Discussing marketing plans with the Digital Marketing Manager</p> <p data-bbox="698 888 1538 919">Researching and staying up-to-date with the latest trends in digital marketing</p> <p data-bbox="698 959 1115 989">Identifying and analyzing online traffic</p> <p data-bbox="698 1029 1458 1059">Communicating with clients and understanding their marketing needs</p> <p data-bbox="698 1099 1301 1129">Assisting in the preparation of digital marketing reports</p>

Job Code	Job Title	Responsibilities
17031	Email Marketing Manager	<p data-bbox="696 188 1395 215">Design, assemble and create overall email marketing campaigns</p> <p data-bbox="696 260 1296 287">Create an email database to reach the target audience.</p> <p data-bbox="696 331 1256 359">Plan and design different CTAs for email templates.</p> <p data-bbox="696 403 1496 430">Test achievement of each campaign and determine email marketing KPIs.</p> <p data-bbox="696 475 1429 502">Create a lead generation strategy and increase email subscriptions.</p> <p data-bbox="696 547 1520 574">Evaluate campaign performance and suggest techniques for improvements.</p> <p data-bbox="696 619 1890 646">Categorize and segment email lists of people on the basis of past email engagement and website interactions.</p> <p data-bbox="696 691 1794 718">Make documentation and guides for processes, A/B tests and promotions that prevail through email.</p> <p data-bbox="696 762 1137 790">Compose newsletters on a weekly basis.</p> <p data-bbox="696 834 1355 861">Work closely with the Marketing teams as well as managers.</p> <p data-bbox="696 906 1951 933">Develop and update templates for our email utilizing graphics, illustrations, personalization and propelled features.</p> <p data-bbox="696 978 1845 1005">Assure precise and prompt communication with customers via email to limit the number of unsubscribes.</p> <p data-bbox="696 1050 1469 1077">Write a report on revenue generated from email marketing endeavors.</p> <p data-bbox="696 1121 1469 1149">Stay updated on various email marketing best practices and strategies.</p>

Job Code	Job Title	Responsibilities
17032	Email Marketing Specialist	<p data-bbox="696 188 1675 215">Generating leads and increasing subscriber count via effective email marketing campaigns</p> <p data-bbox="696 260 1281 287">Ensuring email templates are user and screen friendly</p> <p data-bbox="696 331 1516 359">Conducting grammar, spelling and readability checks before sending emails</p> <p data-bbox="696 403 1818 430">Communicating with the Graphic Designers to create visuals and graphics supporting the email content</p> <p data-bbox="696 475 1664 502">Maintaining a detailed list of email addresses and filtering those that are no longer in use</p> <p data-bbox="696 547 1227 574">Responding and following up on potential clients</p> <p data-bbox="696 619 1373 646">Developing digital ads along with the Content Marketing team</p> <p data-bbox="696 691 1169 718">Monitoring and reviewing campaign results</p> <p data-bbox="696 762 1173 790">Ensuring all emails have an appropriate CTA</p> <p data-bbox="696 834 1525 861">Maintaining a clear and persuasive tone in all marketing/promotional emails</p> <p data-bbox="696 906 1635 933">Coordinating with the Email Marketing Manager to generate report on campaign sales</p> <p data-bbox="696 978 1223 1005">Writing engaging press releases and newsletters</p> <p data-bbox="696 1050 1308 1077">Reviewing campaign effectiveness via statistical analysis</p> <p data-bbox="696 1121 1364 1149">Conducting market research to evaluate consumer behaviour</p>

Job Code	Job Title	Responsibilities
17033	Freelance Writer	<p>Conducting research on numerous topics in relation to the product and service.</p> <p>Writing quality content based on the requirements and specifications of the audience.</p> <p>Editing and proofreading content crafted by other writers of the team on a day to day basis.</p> <p>Suggesting innovative ideas and topics for approaching content.</p> <p>Working closely with the Content Manager as and when required.</p> <p>Sending reports to the Chief Editor and Editing Manager.</p> <p>Making sure that the content is ready for publication within the given deadlines.</p> <p>Monitoring and logging hours spent on different tasks.</p> <p>Submitting your content through subsequent channels.</p>
17034	Head of Marketing	<p>Build marketing plans and budgets for the smooth operation of marketing campaigns.</p> <p>Prepare social media marketing campaigns and strategize them such that they align with the business objectives.</p> <p>Create and monitor an advertisement on various platform keeping the business vision aligned.</p> <p>Monitor the team goals and their execution keenly.</p> <p>Ensure that the website, promotional material, marketing campaign strategy are updated on a regular basis.</p> <p>Prepare monthly marketing budget.</p> <p>Create monthly reports for the marketing department.</p> <p>Identify opportunities to reach new market segments and expand market share.</p> <p>Research about the latest marketing strategies and excel in marketing endeavors competitively.</p>

Job Code	Job Title	Responsibilities
17035	Junior Copywriter	<p data-bbox="696 186 1279 215">Creating content for blogs, websites, and print media</p> <p data-bbox="696 256 1182 285">Conducting in-depth research before writing</p> <p data-bbox="696 327 1413 355">Writing attractive copies for promotional and marketing purposes</p> <p data-bbox="696 397 1397 426">Submitting well-planned structures to the Copywriter and Editor</p> <p data-bbox="696 467 1202 496">Optimizing content to target a larger audience</p> <p data-bbox="696 537 1559 566">Researching and implementing SEO and KW practices in the generated content</p> <p data-bbox="696 608 1576 636">Coordinating with Graphic Designers in creating supporting graphics/illustrations</p> <p data-bbox="696 678 1059 707">Brainstorming new content ideas</p> <p data-bbox="696 748 1265 777">Reading and understanding the content brief clearly</p> <p data-bbox="696 818 1312 847">Making corrections to the content as and when required</p> <p data-bbox="696 888 1464 917">Communicating with clients to understand their content requirements</p>

Job Code	Job Title	Responsibilities
17036	Literary Agent	<p>Assessing fiction and nonfiction genres such as historical fiction, science fiction (sci-fi), and short stories among others.</p> <p>Undertaking book promotional activities and campaigns</p> <p>Helping clients understand the contract details and other legalities</p> <p>Pitching book proposals to publishing houses</p> <p>Identifying the potential market for the clients</p> <p>Helping with calculating commissions and royalties</p> <p>Maintaining media professionals and marketing agents list</p> <p>Managing ongoing and new projects effectively</p> <p>Drafting query letters and book deal proposals</p> <p>Responding to clients queries via call and email</p> <p>Assisting and guiding clients through the entire publishing process</p> <p>Helping writers perfect their manuscript submissions</p> <p>Negotiating contract terms with Publishers</p> <p>Networking and attending literary events</p>

Job Code	Job Title	Responsibilities
17037	Market Research Analyst	<p data-bbox="696 188 1570 215">Collecting and creating reports on the marketplace and consumer behavior data</p> <p data-bbox="696 260 1261 287">Understanding consumer behavior and preferences</p> <p data-bbox="696 331 1193 359">Analyzing data and making recommendations</p> <p data-bbox="696 403 1341 430">Updating the company database with the research findings</p> <p data-bbox="696 475 1151 502">Identifying and forecasting market trends</p> <p data-bbox="696 547 1395 574">Developing, implementing, and monitoring marketing strategies</p> <p data-bbox="696 619 1906 646">Gathering consumer market data via various information collection tools like surveys, questionnaires, and polls</p> <p data-bbox="696 691 1404 718">Interpreting statistical data through graphs, tables, and diagrams</p> <p data-bbox="696 762 1626 790">Coordinating with the Marketing department in developing effective marketing plans</p> <p data-bbox="696 834 1117 861">Examining different market conditions</p> <p data-bbox="696 906 1355 933">Presenting and explaining market research reports to clients</p>

Job Code	Job Title	Responsibilities
17038	Marketing Analyst	<p data-bbox="698 186 1346 215">Conducting market research and providing valuable insights</p> <p data-bbox="698 256 1509 285">Forecasting market trends and identifying new opportunities for the brand</p> <p data-bbox="698 327 1301 355">Determining the brand's market reach and its audience</p> <p data-bbox="698 397 1458 426">Updating marketing plans and strategies based on the campaign's ROI</p> <p data-bbox="698 467 1581 496">Analyzing marketing metrics and tracking KPIs using tools like Scoro and Datapine</p> <p data-bbox="698 537 1290 566">Designing consumer surveys, questionnaires, and polls</p> <p data-bbox="698 608 1391 636">Preparing accurate reports on conversion rates, leads, and sales</p> <p data-bbox="698 678 1697 707">Converting complex data into understandable texts, graphics, and social media engagement</p> <p data-bbox="698 748 1861 777">Developing and managing the marketing budget in coordination with the Marketing Manager and the team</p> <p data-bbox="698 818 1473 847">Ascertaining marketing goals as per client's feedback and requirements</p> <p data-bbox="698 888 1464 917">Offering insights on the product potential and marketing opportunities</p> <p data-bbox="698 959 1621 987">Developing sales strategies and helping the company understand consumer behavior</p> <p data-bbox="698 1029 1603 1058">Evaluating consumer demographics and identifying ways to acquire new customers</p> <p data-bbox="698 1099 1357 1128">Tracking monetary investments in advertising and marketing</p>

Job Code	Job Title	Responsibilities
17039	Marketing Assistant	<p data-bbox="696 186 1711 215">Planning, implementing, and executing marketing campaigns along with the Marketing team.</p> <p data-bbox="696 256 1435 285">Helping out the team with marketing collateral and other materials.</p> <p data-bbox="696 327 1182 355">Doing marketing research on a regular basis.</p> <p data-bbox="696 397 1525 426">Working smoothly with the marketing team and analyzing customer ratings.</p> <p data-bbox="696 467 1189 496">Assisting in organizing promotional activities.</p> <p data-bbox="696 537 2024 566">Performing administrative tasks such as maintaining records, taking minutes of meetings, and other administrative duties.</p> <p data-bbox="696 608 1173 636">Implementing and delivering presentations.</p> <p data-bbox="696 678 1462 707">Maintaining smooth communication within the organization activities.</p> <p data-bbox="696 748 1350 777">Creating and updating marketing databases on a daily basis.</p> <p data-bbox="696 818 1330 847">Preparing monthly reports on key performance indicators.</p>

Job Code	Job Title	Responsibilities
17040	Marketing Associate	<p data-bbox="696 186 1290 215">Researching and identifying new market opportunities</p> <p data-bbox="696 256 1653 285">Gathering and preparing reports on marketing strategies performance and sales metrics</p> <p data-bbox="696 327 1644 355">Assisting the Marketing Manager in organizing and implementing marketing campaigns</p> <p data-bbox="696 397 1252 426">Overseeing the organization of promotional events</p> <p data-bbox="696 467 1991 496">Coordinating with the Design team in creating attractive graphics and marketing materials such as flyers and brochures</p> <p data-bbox="696 537 1993 566">Communicating with the Content Writers and Copy Writers in developing engaging copies for the marketing campaigns</p> <p data-bbox="696 608 972 636">Performing sale forecasts</p> <p data-bbox="696 678 1469 707">Examining the success of marketing campaigns and consumer behavior</p> <p data-bbox="696 748 1263 777">Participating in promotional events and conferences</p>

Job Code	Job Title	Responsibilities
17041	Marketing Communications Specialist	<p>Promoting and marketing the company products and services on various channels</p> <p>Assisting in the preparation of different marketing and advertising materials</p> <p>Planning and scheduling press conferences, interviews, and promotional events</p> <p>Developing content for company newsletters</p> <p>Tracking ROI and the effectiveness of various marketing campaigns/ communication strategies</p> <p>Attending marketing sessions and events for networking with industry professionals</p> <p>Increasing the brand awareness on various social media platforms and offline modes</p> <p>Communicating with clients and understanding their marketing requirements</p> <p>Coordinating with the Design team to create graphics for marketing content</p> <p>Planning and implementing effective communication strategies</p> <p>Creating and maintaining a detailed report on the various marketing campaigns</p>

Job Code	Job Title	Responsibilities
17042	Marketing Coordinator	<p data-bbox="696 188 1868 215">Conduct thorough research to analyze customers' behavior (e.g. purchasing habits, trends and preferences)</p> <p data-bbox="696 260 1299 287">Design and implement successful marketing campaigns</p> <p data-bbox="696 331 1285 359">Set up tracking systems for online marketing activities</p> <p data-bbox="696 403 1653 430">Track progress of the campaigns with Marketing Managers and/or Marketing Specialists</p> <p data-bbox="696 475 1391 502">Identify and analyze competitors and their marketing strategies</p> <p data-bbox="696 547 1281 574">Prepare reports by collecting and analyzing sales data</p> <p data-bbox="696 619 1984 646">Collaborate with the Design department to produce promotional materials ranging from brochures to engaging videos</p> <p data-bbox="696 691 1077 718">Craft clear product marketing copy</p> <p data-bbox="696 762 1330 790">Organize promotional activities for new products/services</p> <p data-bbox="696 834 1227 861">Prepare monthly, quarterly and annual forecasts</p> <p data-bbox="696 906 1641 933">Stay updated about latest market trends and plan out marketing strategies accordingly</p>

Job Code	Job Title	Responsibilities
17043	Marketing Executive	<p data-bbox="696 188 1525 215">Developing and implementing effective marketing strategies and objectives.</p> <p data-bbox="696 260 1397 287">Performing marketing research as per the current requirements.</p> <p data-bbox="696 331 1592 359">Working in collaboration with the Digital Marketing team or other team members.</p> <p data-bbox="696 403 1626 430">Creating marketing campaigns to promote the products and services of the company.</p> <p data-bbox="696 475 1167 502">Exploring various advertising opportunities.</p> <p data-bbox="696 547 1491 574">Preparing marketing materials such as brochures, pamphlets, and others.</p> <p data-bbox="696 619 1413 646">Monitoring marketing activities and improving their performance.</p> <p data-bbox="696 691 1514 718">Maintaining a healthy relationship with the publishers and vendors as well.</p> <p data-bbox="696 762 1765 790">Developing marketing reports on a monthly basis and presenting them to the Marketing Manager.</p> <p data-bbox="696 834 1765 861">Attending brainstorming sessions, daily standups, regular meetings as well as meeting with clients.</p> <p data-bbox="696 906 1671 933">Preparing marketing budget and financial strategies according to the organization's goals.</p> <p data-bbox="696 978 1323 1005">Assisting in hiring and training marketing staff if required.</p> <p data-bbox="696 1050 1317 1077">Adhering to all the rules and regulations of the company.</p>

Job Code	Job Title	Responsibilities
17044	Marketing Intern	<p>Suggest out of the box ideas for our marketing campaigns.</p> <p>Assemble insights and data from marketing campaigns.</p> <p>Research and analyze our market share and competition. Competitor research is a must.</p> <p>Assist in maintaining customer relationship management systems (CRM) and databases of our company.</p> <p>Prepare marketing presentations for our company.</p> <p>Help in marketing promotional activities such as branding, advertising etc.</p> <p>Assist in distributing marketing materials.</p> <p>Assist the marketing team in administrative tasks.</p> <p>Assist in organizing marketing events.</p>
17045	Marketing Manager	<p>Analyze the company products and their position in market</p> <p>Implement and execute the best marketing campaigns</p> <p>Coordinate with different departments for the creation and implementation of best possible marketing strategies</p> <p>Supervise the juniors work and assign them tasks on a day to day basis</p> <p>Produce innovative and appealing content for our website and blog that fascinates and increases our followers</p> <p>Form strategic relations and partner with significant business groups and agencies</p> <p>Study customer behavior and alter the latest promotional campaigns accordingly</p> <p>Stay updated about recent trends in the marketing industry</p>

Job Code	Job Title	Responsibilities
17046	Marketing Product Manager	<p data-bbox="698 186 1361 215">Performing detailed research on the product to be marketed.</p> <p data-bbox="698 260 1189 288">Preparing all the budget constraints required.</p> <p data-bbox="698 333 1149 362">Developing product marketing strategies.</p> <p data-bbox="698 406 1055 435">Making a list of target audiences.</p> <p data-bbox="698 480 1106 509">Coming up with unique selling points.</p> <p data-bbox="698 553 1249 582">Building new message sequences for the products.</p> <p data-bbox="698 627 1319 655">Collaborating with the Marketing, Design and Sales team.</p> <p data-bbox="698 700 1095 729">Working on product's landing pages.</p> <p data-bbox="698 774 1261 802">Handling the social media accounts of the products.</p> <p data-bbox="698 847 1330 876">Writing engaging and innovative content for the products.</p> <p data-bbox="698 920 1323 949">Measuring the effectiveness of the marketing campaigns.</p> <p data-bbox="698 994 1113 1023">Testing the product features properly.</p> <p data-bbox="698 1067 1391 1096">Training the Sales team about the product and services offered.</p> <p data-bbox="698 1141 1397 1169">Taking care of any issues and errors in the marketing campaigns.</p>

Job Code	Job Title	Responsibilities
17047	Marketing Strategist	<p>Perform thorough research and analyze data in order to identify marketing opportunities.</p> <p>Implement marketing strategies to promote our products and services.</p> <p>Set marketing goals that are data-driven and estimate the ROI.</p> <p>Implement and maintain all digital marketing campaigns.</p> <p>Analyze and track marketing metrics such as leads, retention, response, and ROI.</p> <p>Ensure customer satisfaction by utilizing customer's suggestions and feedback.</p> <p>Stay up to date with the latest trends in using marketing efforts and tools.</p>
17048	Media Director	<p>Handling online as well as offline ad campaigns</p> <p>Reporting the campaign results of the advertising campaign</p> <p>Reviewing the advertising budget with the Marketing Director and Head of Marketing.</p> <p>Negotiating with channels for competitive deals</p> <p>Building the PR with the media houses for the promotion of our brand</p> <p>Creating new campaigns from time to time to capture and engage all types of audience</p> <p>Staying up to date with the latest media trends in the industry</p>

Job Code	Job Title	Responsibilities
17049	Media Planner	<p data-bbox="696 188 1518 215">Outreach the maximum number of people with possible lowest-priced Ads.</p> <p data-bbox="696 260 1794 287">Evaluate market data, identify the target audience and comprehend their behavior and propensities.</p> <p data-bbox="696 331 1413 359">Discover the best media outlet mix for our advertising campaigns.</p> <p data-bbox="696 403 2045 462">Improve and optimize ad campaigns as indicated by demographics, geographic exposure, recurrence, time range, and other factors.</p> <p data-bbox="696 507 1357 534">Allocate budgets and monitor the costs of media campaigns.</p> <p data-bbox="696 579 1939 606">Identify and follow media trends of online and offline outlets e.g. TV shows, magazines, blogs and radio programs.</p> <p data-bbox="696 651 1659 678">Work closely with marketing, and sales departments for the launch of media campaigns.</p> <p data-bbox="696 722 2067 782">Maintain good relationships with advertising agencies and media owners like newspapers, magazines, websites and radio and television stations.</p> <p data-bbox="696 826 1541 853">Discover a media mix that will empower us to convey the message efficiently.</p> <p data-bbox="696 898 1357 925">Find and purchase space in print publications or TV markets.</p> <p data-bbox="696 970 1440 997">Work smoothly with media planners and buyers of the organization.</p> <p data-bbox="696 1042 1570 1069">Stay up to date with industry figures including distribution and audience figures.</p>

Job Code	Job Title	Responsibilities
17050	Online Marketing Manager	<p data-bbox="698 186 1256 215">Planning and discussing digital marketing strategies</p> <p data-bbox="698 256 1509 285">Designing marketing strategies for social media and other digital platforms</p> <p data-bbox="698 327 1055 355">Undertaking website advertising</p> <p data-bbox="698 397 1442 426">Researching the latest trends and developments in online marketing</p> <p data-bbox="698 467 1357 496">Analyzing online traffic and maintaining a report of the same</p> <p data-bbox="698 537 1055 566">Suggesting ways to improve NPS</p> <p data-bbox="698 608 1117 636">Monitoring the online user experience</p> <p data-bbox="698 678 1473 707">Creating weekly and monthly reports on online marketing performance</p> <p data-bbox="698 748 1352 777">Monitoring and maintaining a record of the assigned budget</p> <p data-bbox="698 818 1005 847">Conducting conversion tests</p> <p data-bbox="698 888 958 917">Optimizing user funnels</p> <p data-bbox="698 959 1368 987">Collaborating with external agencies in creating landing pages</p> <p data-bbox="698 1029 1509 1058">Developing and overseeing the performance of different online campaigns</p> <p data-bbox="698 1099 1028 1128">Identifying trends and insights</p>

Job Code	Job Title	Responsibilities
17051	Outreach Coordinator	<p data-bbox="698 186 1576 215">Organizing events to promote products and services offered by the organization.</p> <p data-bbox="698 256 1379 285">Implementing promotional strategies with a strategic mindset.</p> <p data-bbox="698 327 1223 355">Handling public relations in an efficient manner.</p> <p data-bbox="698 397 1576 426">Researching, collecting, and analyzing data relevant to the required department.</p> <p data-bbox="698 467 1706 496">Developing marketing materials such as flyers, brochures, and other promotional pamphlets.</p> <p data-bbox="698 537 1550 566">Overseeing the team member and reporting the activities performed by them.</p> <p data-bbox="698 608 1610 636">Answering questions and taking feedback from our clients in a professional manner.</p> <p data-bbox="698 678 1285 707">Obtaining volunteers for the events of the promotion.</p> <p data-bbox="698 748 1326 777">Recording and verifying volunteer's personal information.</p> <p data-bbox="698 818 1610 847">Finding event sponsorships and raising funds for the company as and when needed.</p> <p data-bbox="698 888 1379 917">Performing all the necessary administrative duties as required.</p>

Job Code	Job Title	Responsibilities
17052	Pay Per Click (PPC) Manager	<p data-bbox="696 186 1205 215">Plan and form effective paid search strategies.</p> <p data-bbox="696 260 1323 288">Run and optimize different PPC (Pay per click) campaigns.</p> <p data-bbox="696 333 1451 362">Manage ad accounts on multiple platforms like Google Ads, Bing, etc.</p> <p data-bbox="696 406 1361 435">Take part in a selection of keywords and targeting audiences.</p> <p data-bbox="696 480 1272 509">Plan budget and monitor bids to increase better ROI.</p> <p data-bbox="696 553 1305 582">Track KPIs to evaluate performance and pinpoint issues.</p> <p data-bbox="696 627 1267 655">Deliver reports for administration and management.</p> <p data-bbox="696 700 1223 729">Compose appealing and brief copies for adverts.</p> <p data-bbox="696 774 1312 802">Sustain partnerships with PPC vendors and ad platforms.</p> <p data-bbox="696 847 1406 876">Discover approaches and ways to decrease the risk of click fraud.</p> <p data-bbox="696 920 1727 949">Stay up to date with PPC (Pay per click) advertising and SEM (Search Engine Marketing) trends.</p>

Job Code	Job Title	Responsibilities
17053	Product Marketing Manager	<p data-bbox="696 186 1912 215">Craft captivating product messaging sequences through marketing channels to give them a unique selling point.</p> <p data-bbox="696 260 1346 288">Plan product launching strategies with the Marketing team.</p> <p data-bbox="696 333 1323 362">Explain the technical information to the clients and users.</p> <p data-bbox="696 406 1496 435">Work closely with the Marketing team in regards to the product features.</p> <p data-bbox="696 480 1402 509">Track and examine market developments to product positioning.</p> <p data-bbox="696 553 1480 582">Develop marketing activities and strategies for our company's products.</p> <p data-bbox="696 627 1431 655">Create engaging content such as case studies, blog posts and so on.</p> <p data-bbox="696 700 1099 729">Assess marketing product attributes.</p> <p data-bbox="696 774 1684 802">Assess projects using appropriate KPIs and response from present and potential customers</p>

Job Code	Job Title	Responsibilities
17054	Search Engine Marketing (SEM) Specialist	<p data-bbox="696 188 1435 217">Developing new and innovative SEM strategies for the organization.</p> <p data-bbox="696 260 1989 288">Planning and implementing digital marketing campaigns on various platforms such as Google, Yahoo, Bing, and similar.</p> <p data-bbox="696 331 1637 360">Managing the paid search marketing campaigns and other paid advertising campaigns.</p> <p data-bbox="696 403 1317 432">Ensuring the organization's goals and objectives are met.</p> <p data-bbox="696 475 1171 504">Analyzing data and insights to improve ROI.</p> <p data-bbox="696 547 1355 576">Performing detailed keyword research and customer trends.</p> <p data-bbox="696 619 1200 647">Monitoring clicks, redirects, and bounce rates.</p> <p data-bbox="696 691 1435 719">Generating heatmaps to analyze consumer behavior on the website</p> <p data-bbox="696 762 1715 791">Suggesting improvement in the marketing campaign and make necessary changes if required.</p> <p data-bbox="696 834 1458 863">Optimizing the landing pages along with the Web Development Team.</p> <p data-bbox="696 906 1350 935">Preparing SEM reports on a monthly basis and presenting it.</p> <p data-bbox="696 978 1462 1007">Staying up to date with the new advertising trends and PPC strategies.</p>

Job Code	Job Title	Responsibilities
17055	Search Engine Optimization (SEO) Specialist	<p data-bbox="696 186 1973 215">Identify the latest trends and insights to analyze data results and accomplish maximum ROI in paid search campaigns.</p> <p data-bbox="696 260 1442 288">Analyze website analytics, PPC initiatives, and campaigns effectively.</p> <p data-bbox="696 333 1529 362">Manage the campaign costs by assessing monthly costs and reconcile errors.</p> <p data-bbox="696 406 1966 435">Optimize landing pages for search engine advertising by conducting keyword discovery and other optimization tasks.</p> <p data-bbox="696 480 1375 509">Research and execute search engine optimization suggestions.</p> <p data-bbox="696 553 1240 582">Examine and analyze competitor advertising links.</p> <p data-bbox="696 627 1167 655">Create and execute a link building strategy.</p> <p data-bbox="696 700 1543 729">Develop an SEO strategy for all the activities to improve traffic to the website.</p> <p data-bbox="696 774 1805 802">Work with editorial and advertising teams to drive SEO in content creation and content programming.</p> <p data-bbox="696 847 1984 876">Propose changes to website design, content, linking and other variables to enhance SEO positions for target keywords.</p> <p data-bbox="696 920 1704 949">Write effective SEO friendly content for blogs, journals, websites, and social media accounts.</p> <p data-bbox="696 994 1912 1023">Stay up-to-date knowledge of factors for ranking in search engine results and best practices in the SEO industry.</p>

Job Code	Job Title	Responsibilities
17056	Senior Copywriter	<p data-bbox="696 188 1503 217">Produce original content for our social networks and advertising agencies.</p> <p data-bbox="696 260 1559 288">Write articles having comprehensive information on our products and services.</p> <p data-bbox="696 331 1211 360">Edit the content written by Junior Copywriters.</p> <p data-bbox="696 403 1323 432">Implement the best SEO practices on the published work.</p> <p data-bbox="696 475 1576 504">Liaise with Designers and Art Directors to enhance textual content with graphics.</p> <p data-bbox="696 547 1906 576">Select the language and color schemes to be used in sales emails, hoardings, banners, billboards and brochures</p> <p data-bbox="696 619 1285 647">Create and analyze weekly as well as monthly reports.</p> <p data-bbox="696 691 1532 719">Interview customers and industry specialists and prepare case study content</p>

Job Code	Job Title	Responsibilities
17057	SEO Analyst	<p data-bbox="696 188 1301 215">Develop and implement SEO goals for the organization.</p> <p data-bbox="696 260 1570 287">Lead keyword research utilizing different tools (e.g. Keyword Planner, Moz, etc.)</p> <p data-bbox="696 331 1408 359">Perform competitive analysis and distinguish gaps in our content.</p> <p data-bbox="696 403 1391 430">Identify areas in our website design which needs improvement.</p> <p data-bbox="696 475 1688 502">Refresh old content and add effective calls to action (CTAs) to enhance client commitment.</p> <p data-bbox="696 547 1720 574">Track essential SEO metrics including organic traffic, conversion rates and time spent on page.</p> <p data-bbox="696 619 1178 646">Monitor day to day actions in web analytics.</p> <p data-bbox="696 691 2011 718">Provide details regarding performance metrics contrasting them with our SEO objectives and benchmarking information.</p> <p data-bbox="696 762 1451 790">Actualize third-party referencing systems and link building strategies.</p> <p data-bbox="696 834 1245 861">Oversee backlinks to build online expert authority.</p> <p data-bbox="696 906 1173 933">Screen and monitor paid search campaigns.</p> <p data-bbox="696 978 1364 1005">Work in collaboration with the entire Digital Marketing team.</p> <p data-bbox="696 1050 1794 1077">Take into consideration SEO techniques and remain fully informed regarding new tools and practices</p>

Job Code	Job Title	Responsibilities
17058	SEO Executive	<p data-bbox="696 188 1189 215">Implementing and developing SEO strategies.</p> <p data-bbox="696 260 1294 287">Researching the competitors, both on-site and off-site.</p> <p data-bbox="696 331 1155 359">Performing keyword research for content.</p> <p data-bbox="696 403 1285 430">Writing engaging SEO content along with the Content.</p> <p data-bbox="696 475 1182 502">Optimizing content regularly on the website.</p> <p data-bbox="696 547 1167 574">Maintaining the website on a regular basis.</p> <p data-bbox="696 619 1279 646">Developing and implementing link building strategies.</p> <p data-bbox="696 691 1200 718">Collaborating with the Digital Marketing team.</p> <p data-bbox="696 762 1205 790">Analyzing the website using the analytical tool.</p> <p data-bbox="696 834 1055 861">Improving website performance.</p> <p data-bbox="696 906 1160 933">Proposing changes in the website content.</p> <p data-bbox="696 978 1205 1005">Measuring the ROI and success of the website.</p> <p data-bbox="696 1050 1357 1077">Staying up to date with the latest Google Algorithm changes.</p>

Job Code	Job Title	Responsibilities
17059	SEO Manager	<p data-bbox="696 188 1330 215">Create effective strategies for search engine optimization.</p> <p data-bbox="696 260 1447 287">Oversee and supervise a team of search engine optimization experts.</p> <p data-bbox="696 331 1144 359">Lead research for SEO friendly keywords.</p> <p data-bbox="696 403 1525 430">Monitor technical search engine optimization issues and help in fixing them.</p> <p data-bbox="696 475 1339 502">Optimize the content of landing pages, blogs and websites.</p> <p data-bbox="696 547 2047 574">Direct and coordinate content teams in off-page search engine optimization tasks like link-building, forum commenting, etc.</p> <p data-bbox="696 619 1995 646">Analyze the insights and create a report on all aspects of SEO including the audience, traffic, views, clicks, rankings, etc.</p> <p data-bbox="696 691 1574 718">Collaborate with the Social Media Team during the SEO of marketing campaigns.</p> <p data-bbox="696 762 1554 790">Stay up to date regarding search engine optimization and marketing standards.</p>

Job Code	Job Title	Responsibilities
17060	Social Media Analyst	<p data-bbox="696 186 1547 215">Carry out quantitative and qualitative research on social media market trends.</p> <p data-bbox="696 260 1485 288">Present the best solutions for user engagement through PPC campaigns.</p> <p data-bbox="696 331 1599 360">Create strategies using social media analytics to drive quality traffic to our website.</p> <p data-bbox="696 403 1193 432">Apply SEO strategies using keyword searches.</p> <p data-bbox="696 475 1469 504">Develop a perfect brand identity and ensure the publicity of our brand.</p> <p data-bbox="696 547 1760 576">Coordinate with the team members that is Social Media Manager and the Marketing department.</p> <p data-bbox="696 619 1368 647">Design promotional campaigns to attract the target audience.</p> <p data-bbox="696 691 1328 719">Manage and implement the annual social media calendar.</p> <p data-bbox="696 762 1709 791">Create reports to simply visualize actionable insights of social data for content improvement.</p> <p data-bbox="696 834 1877 863">Stay up to date with social media and internet marketing industry trends and developments on all platforms.</p>

Job Code	Job Title	Responsibilities
17061	Social Media Assistant	<p data-bbox="698 186 1384 215">Developing and implementing effective social media strategies.</p> <p data-bbox="698 256 1424 285">Creating content that attracts the attention of the target audience.</p> <p data-bbox="698 327 1196 355">Scheduling social media posts as per the plan.</p> <p data-bbox="698 397 1254 426">Monitoring social media metrics and KPIs regularly.</p> <p data-bbox="698 467 1209 496">Coming up with innovative ideas and concepts.</p> <p data-bbox="698 537 1715 566">Working in collaboration with Search Engine Optimization and Social Media Marketing teams.</p> <p data-bbox="698 608 1460 636">Assisting Copywriters, ensuring the content is attractive and engaging.</p> <p data-bbox="698 678 1388 707">Maintaining a healthy relationship with industrial professionals.</p> <p data-bbox="698 748 1464 777">Researching new concepts and ideas and proposing them to the team.</p> <p data-bbox="698 818 1294 847">Assisting in hiring with the team as and when required.</p> <p data-bbox="698 888 1218 917">Managing social media communication on time.</p> <p data-bbox="698 959 1666 987">Attending brainstorming sessions and meeting with clients to discuss their requirements.</p> <p data-bbox="698 1029 1518 1058">Preparing campaign reports and presenting them to Social Media Manager.</p>

Job Code	Job Title	Responsibilities
17062	Social Media Coordinator	<p data-bbox="698 186 1211 215">Planning and executing social media strategies.</p> <p data-bbox="698 256 1476 285">Collaborating with the Graphic Designer to develop the required image.</p> <p data-bbox="698 327 1122 355">Writing creative and engaging content.</p> <p data-bbox="698 397 1294 426">Scheduling social media posts as per the requirements.</p> <p data-bbox="698 467 1538 496">Training the new joiners and other team members on social media strategies.</p> <p data-bbox="698 537 1016 566">Monitoring social campaigns.</p> <p data-bbox="698 608 1128 636">Improving social media metrics and KPI.</p> <p data-bbox="698 678 978 707">Increasing website traffic.</p> <p data-bbox="698 748 1111 777">Assigning tasks to the team members.</p> <p data-bbox="698 818 1093 847">Obtaining feedback from the clients.</p> <p data-bbox="698 888 960 917">Reviewing the analytics.</p> <p data-bbox="698 959 1151 987">Creating reports on performance and KPI.</p> <p data-bbox="698 1029 1061 1058">Attending workshops and events.</p> <p data-bbox="698 1099 1281 1128">Staying up to date with the latest social media trends.</p>

Job Code	Job Title	Responsibilities
17063	Social Media Copywriter	<p data-bbox="696 188 1883 215">Compose and publish engaging posts for various social platforms including Facebook, Twitter, and Instagram.</p> <p data-bbox="696 260 1749 287">Set up social media posts (language, tone, message) according to our target audience's behavior.</p> <p data-bbox="696 331 1397 359">Select engaging pictures and videos to complement the content.</p> <p data-bbox="696 403 1379 430">Work together with the design team to get the creatives done.</p> <p data-bbox="696 475 1637 502">Manage and update our social media pages with compelling news about our company.</p> <p data-bbox="696 547 1749 574">Facilitate internal teams to create promotional posts for events, open jobs, product releases, etc.</p> <p data-bbox="696 619 1832 646">Analyze data and report on social media insights (e.g. traffic, engagement, shares, conversion rates, etc).</p> <p data-bbox="696 691 1653 718">Apply advertising methods to boost brand awareness like promotions and competitions.</p> <p data-bbox="696 762 1921 790">Respond to questions and comments of our followers on social media pages in a timely and appropriate manner.</p> <p data-bbox="696 834 1211 861">Associate with customers and industry experts.</p>

Job Code	Job Title	Responsibilities
17064	Social Media Designer	<p data-bbox="696 186 1240 215">Planning and creating content for online channels</p> <p data-bbox="696 256 1464 285">Developing effective strategies for driving and increasing online traffic</p> <p data-bbox="696 327 1039 355">Measuring and monitoring KPIs</p> <p data-bbox="696 397 1471 426">Creating attractive social media posts to catch the audience's attention</p> <p data-bbox="696 467 1574 496">Conducting in-depth social media research and maintaining a report of the same</p> <p data-bbox="696 537 1805 566">Developing and sharing various social media content like graphics, videos, and other forms of content</p> <p data-bbox="696 608 1433 636">Reviewing and optimizing company website and social media pages</p> <p data-bbox="696 678 1644 707">Ensuring the online content adheres to the industry guidelines and company standards</p> <p data-bbox="696 748 1180 777">Creating and maintaining editorial calendars</p> <p data-bbox="696 818 1312 847">Scheduling posts at various times to increase its visibility</p> <p data-bbox="696 888 1480 917">Coordinating with the Social Media Analyst to analyze social media data</p>

Job Code	Job Title	Responsibilities
17065	Social Media Director	<p data-bbox="696 186 1361 215">Meeting clients and understanding the client's requirements.</p> <p data-bbox="696 260 1330 288">Developing social media strategy as per the client's needs.</p> <p data-bbox="696 331 1317 360">Creating brand awareness to attract the target audience.</p> <p data-bbox="696 403 1032 432">Leading the social media team.</p> <p data-bbox="696 475 1120 504">Creating various marketing campaigns.</p> <p data-bbox="696 547 1256 576">Scheduling posts on various social media platforms.</p> <p data-bbox="696 619 1055 647">Monitoring social media metrics.</p> <p data-bbox="696 691 1429 719">Focusing on growing followers and reach of our social media pages.</p> <p data-bbox="696 762 1256 791">Keeping a track of website traffic on a regular basis.</p> <p data-bbox="696 834 1592 863">Communicating with followers on social networks and responding to their queries.</p> <p data-bbox="696 906 1070 935">Supervising social media activities.</p> <p data-bbox="696 978 1104 1007">Researching all the marketing trends.</p> <p data-bbox="696 1050 1070 1078">Taking feedbacks from the clients.</p> <p data-bbox="696 1121 1234 1150">Collaborating with the Marketing and Sales team.</p>

Job Code	Job Title	Responsibilities
17066	Social Media Executive	<p data-bbox="698 186 1189 215">Developing engaging social media strategies.</p> <p data-bbox="698 256 1279 285">Managing social media platforms of the organization.</p> <p data-bbox="698 327 1030 355">Scheduling social media posts.</p> <p data-bbox="698 397 1249 426">Engaging followers with regular company updates.</p> <p data-bbox="698 467 1283 496">Creating brand awareness to gain audience attention.</p> <p data-bbox="698 537 1088 566">Overseeing Social Media teamwork.</p> <p data-bbox="698 608 1290 636">Responding to the comments on social media on time.</p> <p data-bbox="698 678 1279 707">Creating paid social media campaigns for advertising.</p> <p data-bbox="698 748 1149 777">Monitoring social media metrics and ROI.</p> <p data-bbox="698 818 1028 847">Analyzing social media trends.</p> <p data-bbox="698 888 1453 917">Assisting the HR department with hiring and training new employees.</p> <p data-bbox="698 959 1330 987">Preparing social media engagement and activities reports.</p> <p data-bbox="698 1029 1173 1058">Optimizing social media content effectively.</p> <p data-bbox="698 1099 1379 1128">Coordinating with Graphic Designer and other team members.</p>

Job Code	Job Title	Responsibilities
17067	Social Media Influencer	<p data-bbox="698 186 1767 215">Connecting to the brand and potential target audience across various social networking platforms.</p> <p data-bbox="698 260 1406 288">Developing and implementing innovative social media strategies.</p> <p data-bbox="698 333 1357 362">Creating and writing relevant content for social media posts.</p> <p data-bbox="698 406 1126 435">Publishing content as per the schedule.</p> <p data-bbox="698 480 1391 509">Sharing all the important information and links via social media.</p> <p data-bbox="698 553 1854 582">Working in collaboration with the Social Media Marketing Manager and Social Media Marketing Specialist.</p> <p data-bbox="698 627 1637 655">Devising insights reports after gathering insights and feedback from social media sites.</p> <p data-bbox="698 700 1395 729">Adhering to all the guidelines before publishing on social media.</p> <p data-bbox="698 774 1435 802">Tracking records of the followers and maintaining a list of the same.</p> <p data-bbox="698 847 1460 876">Propagating genuine and authentic information with high enthusiasm.</p> <p data-bbox="698 920 1538 949">Staying up to date with the latest trends across all the social media networks.</p>

Job Code	Job Title	Responsibilities
17068	Social Media Intern	<p data-bbox="698 186 1711 215">Actively managing the company's social media accounts like Facebook, LinkedIn, and Twitter.</p> <p data-bbox="698 256 1391 285">Generating engaging content for blogs, infographics, and videos</p> <p data-bbox="698 327 1167 355">Managing scheduling on content calendars</p> <p data-bbox="698 397 1263 426">Brainstorming digital marketing and campaign ideas</p> <p data-bbox="698 467 1552 496">Tracking user engagement and performance on various social media platforms</p> <p data-bbox="698 537 1308 566">Engaging with the audience on all social media channels</p> <p data-bbox="698 608 1279 636">Analyzing google analytics on a weekly/monthly basis</p> <p data-bbox="698 678 1346 707">Suggesting and developing ideas for social media marketing</p> <p data-bbox="698 748 1599 777">Assisting the Marketing department to determine marketing strategies and budget</p> <p data-bbox="698 818 1205 847">Creating and maintaining performance metrics</p> <p data-bbox="698 888 1621 917">Ensuring uniformity in the brand's tone and content across all social media platforms</p> <p data-bbox="698 959 1249 987">Increasing and keeping a tab on the follower count</p> <p data-bbox="698 1029 1193 1058">Replying to customer feedback and messages</p> <p data-bbox="698 1099 1420 1128">Conducting online polls and surveys to ascertain the brand's reach</p>

Job Code	Job Title	Responsibilities
17069	Social Media Manager	<p>Research on current standard trends and audience likings</p> <p>Design and practice social media strategy to bring it into line with business goals</p> <p>Define the social media goals strategically and ensure brand consistency.</p> <p>Create, direct, circulate and share attractive content on a day to day basis.</p> <p>Implement social media campaigns on Facebook, Twitter, Instagram and so on.</p> <p>Keep track of SEO and website traffic</p> <p>Collaborate with other teams, such as marketing, sales, and customer service to ensure the consistency of the brand is maintained</p> <p>Communicate with the followers on social networks, respond to their queries on a timely basis.</p> <p>Supervise social media account's activity and social media marketing campaigns.</p> <p>Stay abreast of the latest trends on social media in the market.</p>
17070	Social Media Specialist	<p>Manage and execute our social media campaigns through audience identification, benchmarking, competitive research and platform determination.</p> <p>Develop, edit, publish and share content, for example, unique textual content, pictures or video on a regular basis.</p> <p>Build the visibility of our company's social content with page optimization techniques on all social media and search networks.</p> <p>Direct all client-generated content in accordance with the balanced approach for each network.</p> <p>Make editorial calendars and syndication plans.</p> <p>Improve your efforts by capturing and analyzing the appropriate social metricsCollaborate with Marketing, Sales, and Product Development teams to manage reputation, recognize key players and coordinate actions.</p>

Job Code	Job Title	Responsibilities
17071	Social Media Strategist	<p data-bbox="696 188 1541 215">Design and execute social media strategies across our social media platforms.</p> <p data-bbox="696 260 1680 287">Collaborate with product development and marketing teams to cover the target audience.</p> <p data-bbox="696 331 1590 359">Discuss and develop strategies for content optimization and improved web traffic.</p> <p data-bbox="696 403 1299 430">Prepare and monitor SEO report and user engagement.</p> <p data-bbox="696 475 1480 502">Ideate, assign, and oversee social media campaigns to achieve set goals.</p> <p data-bbox="696 547 1227 574">Define KPIs for significant social media presence.</p> <p data-bbox="696 619 1303 646">Create and publish high quality and SEO driven content.</p> <p data-bbox="696 691 1693 718">Coordinate with Social Media Manager and Digital Strategist to create quality content daily.</p> <p data-bbox="696 762 1200 790">Motivate and lead the members of your team.</p> <p data-bbox="696 834 1393 861">Being updated with the latest social media trends and practices.</p> <p data-bbox="696 906 1133 933">Plan and schedule social media content.</p> <p data-bbox="696 978 1352 1005">Adopt adequate measures to save time and meet deadlines.</p> <p data-bbox="696 1050 1650 1077">Work closely with the team of designers and copywriters to produce appealing content.</p>

Job Code	Job Title	Responsibilities
17072	Vlogger	<p data-bbox="698 186 1783 215">Conducting online interviews of famous YouTubers and collaborating with other successful vloggers</p> <p data-bbox="698 256 1290 285">Undertaking thorough research before filming content</p> <p data-bbox="698 327 1361 355">Checking video quality and copyright issues before uploading</p> <p data-bbox="698 397 1211 426">Actively participating in QnA's and live sessions</p> <p data-bbox="698 467 1099 496">Ideating and writing engaging scripts</p> <p data-bbox="698 537 1256 566">Uploading videos on YouTube channel and host site</p> <p data-bbox="698 608 1173 636">Reviewing user engagement and comments</p> <p data-bbox="698 678 1200 707">Creating awareness via socially relevant topics</p> <p data-bbox="698 748 1868 777">Making fun videos on topics like A day in the life of a vlogger, Random facts about me, or Behind the scenes</p> <p data-bbox="698 818 1037 847">Ensuring top-notch video blogs</p> <p data-bbox="698 888 1205 917">Experimenting with different styles of vlogging</p> <p data-bbox="698 959 1261 987">Keeping track of video hit rate and subscriber count</p>

Job Code	Job Title	Responsibilities
18001	Actor	<p data-bbox="696 186 1525 215">Reading different scripts to understand the plot and character requirements</p> <p data-bbox="696 256 1406 285">Attending meetings with agents, producers, and casting directors</p> <p data-bbox="696 327 1310 355">Giving auditions for various movies and television shows</p> <p data-bbox="696 397 1061 426">Researching the character's traits</p> <p data-bbox="696 467 1294 496">Memorizing dialogues, dance moves, and action stunts</p> <p data-bbox="696 537 1232 566">Taking directions and feedback from the Director</p> <p data-bbox="696 608 1066 636">Socializing and building a network</p> <p data-bbox="696 678 1384 707">Performing at live shows, plays, studios, and different locations</p> <p data-bbox="696 748 965 777">Undertaking voice-overs</p> <p data-bbox="696 818 1576 847">Coordinating with Makeup Artist and Costume Designers to get ready for a shoot</p> <p data-bbox="696 888 1249 917">Holding and delivering a clear speech at interviews</p> <p data-bbox="696 959 1742 987">Bringing out a character's personality using your body language, gestures, and facial expressions</p> <p data-bbox="696 1029 1576 1058">Promoting films and television shows at different public events and reality shows</p> <p data-bbox="696 1099 1043 1128">Taking training for action stunts</p>

Job Code	Job Title	Responsibilities
18002	Animator	<p data-bbox="696 188 1480 215">Read content, scripts, and stories to comprehend animation necessities.</p> <p data-bbox="696 260 1240 287">Create animations according to the client's needs.</p> <p data-bbox="696 331 1507 359">Make presentations with crude designs and plans for advertising agencies.</p> <p data-bbox="696 403 1424 430">Create storyboards for the initial phases of video game generation.</p> <p data-bbox="696 475 1525 502">Make models, illustrations, drawings, and outlines by hand or electronically.</p> <p data-bbox="696 547 1935 574">Present the outlines to the Art Directors and get them approved by them before proceeding with the actual work.</p> <p data-bbox="696 619 1861 646">Connect pictures with background illustrations, graphics, special embellishments, and other special effects.</p> <p data-bbox="696 691 1538 718">Guarantee synchronization of sound and frames in the game animated video.</p> <p data-bbox="696 762 1370 790">Take an interest in editing processes to ensure quality output.</p> <p data-bbox="696 834 1458 861">Coordinate crafted work activities of animation with other colleagues.</p> <p data-bbox="696 906 1680 933">Stay up to date with recent developments and trends in the animation and game industry.</p>

Job Code	Job Title	Responsibilities
18003	Art Director	<p data-bbox="696 188 1458 215">Attending meetings with clients and noting down their specific needs.</p> <p data-bbox="696 260 1081 287">Understanding business objectives.</p> <p data-bbox="696 331 1180 359">Implementing creative and innovative ideas.</p> <p data-bbox="696 403 1075 430">Drawing rough sketches if needed.</p> <p data-bbox="696 475 1279 502">Targeting the right audience for marketing initiatives.</p> <p data-bbox="696 547 1368 574">Conceptualizing the story idea and other marketing materials.</p> <p data-bbox="696 619 1424 646">Taking feedback from the team members and responding to them.</p> <p data-bbox="696 691 1491 718">Conducting brainstorming sessions to come up with innovative concepts.</p> <p data-bbox="696 762 1335 790">Developing the final look of the advertisement campaigns.</p> <p data-bbox="696 834 1173 861">Assigning tasks to the Graphic Design team.</p> <p data-bbox="696 906 1417 933">Explaining the workflow to the team member in a productive way.</p> <p data-bbox="696 978 1048 1005">Preparing budget and timelines.</p> <p data-bbox="696 1050 1055 1077">Approving designs and artworks.</p> <p data-bbox="696 1121 1299 1149">Collaborating with creative and artistic team members.</p>

Job Code	Job Title	Responsibilities
18004	Assistant Editor	<p data-bbox="698 186 1720 215">Work together with the editor-in-chief to design and produce innovative and different articles</p> <p data-bbox="698 256 1563 285">Write fresh articles covering the latest trends and developments of the industry</p> <p data-bbox="698 327 1547 355">Communicate with team members like writers, journalists, and photographers</p> <p data-bbox="698 397 1196 426">Ensure that the deadlines and targets are met</p> <p data-bbox="698 467 1160 496">Edit and check written pieces for precision</p> <p data-bbox="698 537 1406 566">Propose potential sources and improvements for written content</p> <p data-bbox="698 608 1337 636">Select supportive material, including pictures and artworks</p> <p data-bbox="698 678 1406 707">Follow existing events and bring in fresh unique ideas for content</p> <p data-bbox="698 748 1413 777">Provide managerial assistance to the editor-in-chief when needed</p>

Job Code	Job Title	Responsibilities
18005	Assistant Film Director	<p data-bbox="696 186 1160 215">Planning shooting schedules and timelines</p> <p data-bbox="696 260 1675 288">Ensuring all cast and crew are notified of shooting schedules and any changes in the same</p> <p data-bbox="696 333 1050 362">Assisting in creating storyboards</p> <p data-bbox="696 406 1167 435">Instructing and managing extras on the set</p> <p data-bbox="696 480 1290 509">Discussing camera positioning with the crew members</p> <p data-bbox="696 553 1263 582">Resolving any minor conflicts or concerns on the set</p> <p data-bbox="696 627 1279 655">Developing and implementing safety protocols on set</p> <p data-bbox="696 700 1189 729">Coordinating daily activities with the Director</p> <p data-bbox="696 774 1160 802">Setting within department goals and plans</p> <p data-bbox="696 847 1384 876">Assisting in hiring and training crew members and scriptwriters</p> <p data-bbox="696 920 1252 949">Monitoring assigned budget and tracking expenses</p> <p data-bbox="696 994 1379 1023">Coordinating with the technical staff to arrange set equipment</p> <p data-bbox="696 1067 1469 1096">Ensuring the filming locations remain undisclosed to the general public</p>

Job Code	Job Title	Responsibilities
18006	Associate Creative Director	<p data-bbox="696 188 1256 217">Developing and presenting concepts and strategies</p> <p data-bbox="696 260 1357 288">Managing and overseeing the completion of various projects</p> <p data-bbox="696 331 1312 360">Utilizing allocated resources as per project requirements</p> <p data-bbox="696 403 1520 432">Ensuring the consistency of brand identity across all platforms and channels</p> <p data-bbox="696 475 1283 504">Adhering to the assigned project budget and deadline</p> <p data-bbox="696 547 1292 576">Conducting and participating in brainstorming sessions</p> <p data-bbox="696 619 1108 647">Planning and implementing strategies</p> <p data-bbox="696 691 1229 719">Coordinating and supervising the team members</p> <p data-bbox="696 762 1550 791">Overseeing the entire creative process from conceptualization to final product</p> <p data-bbox="696 834 1323 863">Analyzing content/projects and suggesting improvements</p> <p data-bbox="696 906 1603 935">Communicating clients requirements to the Content Writers and Graphic Designers</p> <p data-bbox="696 978 1200 1007">Contacting freelancers for short-term projects</p> <p data-bbox="696 1050 1397 1078">Creating marketing concepts and gathering supporting materials</p> <p data-bbox="696 1121 1140 1150">Developing project completion timelines</p>

Job Code	Job Title	Responsibilities
18007	Audio Engineer	<p data-bbox="698 186 1400 215">Attending meetings with the clients to know their requirements.</p> <p data-bbox="698 256 1122 285">Editing the sound as per requirements.</p> <p data-bbox="698 327 1357 355">Mixing the sound to achieve a particular effect on the music.</p> <p data-bbox="698 397 1404 426">Collaborating with Singer, Musician, Production team effectively.</p> <p data-bbox="698 467 1167 496">Setting the audio equipment for recording.</p> <p data-bbox="698 537 1263 566">Recommending improvements in the sound effects.</p> <p data-bbox="698 608 1178 636">Researching on various new audio products.</p> <p data-bbox="698 678 1245 707">Resolving faulty equipment as and when required.</p> <p data-bbox="698 748 1146 777">Adjusting sound levels during live events.</p> <p data-bbox="698 818 1303 847">Attending events and conferences on audio equipment.</p> <p data-bbox="698 888 1391 917">Staying up to date with various audio enhancement techniques.</p>

Job Code	Job Title	Responsibilities
18008	Audio Video Technician	<p data-bbox="698 186 1346 215">Understanding the event's requirements and specifications.</p> <p data-bbox="698 260 1442 288">Discussing with the Event Coordinator about the equipment needed.</p> <p data-bbox="698 333 1173 362">Reading and interpreting the venue layouts.</p> <p data-bbox="698 406 1133 435">Setting the sound and audio equipment.</p> <p data-bbox="698 480 1182 509">Installing all the electrical wiring for support.</p> <p data-bbox="698 553 1653 582">Setting up the media equipment such as video monitors, projectors, sound systems, etc.</p> <p data-bbox="698 627 1279 655">Providing outstanding customer service to the clients.</p> <p data-bbox="698 700 1227 729">Developing a strong relationship with the clients.</p> <p data-bbox="698 774 1178 802">Testing the equipment before all the events.</p> <p data-bbox="698 847 1238 876">Troubleshooting and adjusting the AV equipment.</p> <p data-bbox="698 920 1292 949">Spotting last-minute issues and resolving them quickly.</p> <p data-bbox="698 994 1384 1023">Utilizing the electrical testing devices to measure signal output.</p> <p data-bbox="698 1067 1216 1096">Repairing the equipment as and when required.</p> <p data-bbox="698 1141 1095 1169">Supervising the new team members.</p>

Job Code	Job Title	Responsibilities
18009	Audio Visual Technician	<p data-bbox="698 186 1711 215">Preparing the setup of audio-visual equipment like projectors, camera, and electrical systems</p> <p data-bbox="698 256 1626 285">Performing quality control checks and troubleshooting any sound/video malfunctions</p> <p data-bbox="698 327 1386 355">Undertaking maintenance checks and repairs on a regular basis</p> <p data-bbox="698 397 1608 426">Ensuring safe and secure transportation of equipment from one location to another</p> <p data-bbox="698 467 1128 496">Keeping a track of equipment inventory</p> <p data-bbox="698 537 1525 566">Arranging for audio-visual equipment for conferences, meetings, and events</p> <p data-bbox="698 608 1364 636">Identifying and replacing damaged equipment with new ones</p> <p data-bbox="698 678 1433 707">Disassembling and testing equipment to check it is in working order</p> <p data-bbox="698 748 1624 777">Coordinating with Audio Engineer and Technicians for any technical issues/assistance</p> <p data-bbox="698 818 1341 847">Maintaining the equipment storeroom clean and organized</p> <p data-bbox="698 888 1415 917">Discussing audio-visual requirements for events with Set Designer</p> <p data-bbox="698 959 1666 987">Arranging sound cables, lights, microphones, and speakers as per the venue design setup</p> <p data-bbox="698 1029 1581 1058">Ensuring setting up of electrical equipment by compiling to the safety regulations</p> <p data-bbox="698 1099 1319 1128">Clearing and packing audio-visual equipment post events</p>

Job Code	Job Title	Responsibilities
18010	Author	<p>Developing creative, original and engaging content for various mediums like books, short stories, magazines and scripts</p> <p>Generating ideas as per the brief or public interest</p> <p>Creating well-scripted story elements like characters, plot and themes</p> <p>Proofreading articles before submission</p> <p>Reviewing and revising written submissions by other writers</p> <p>Conducting thorough factual research before writing and citing all reference sources in your submission</p> <p>Submitting written pieces on time by adhering to the proposed deadlines</p> <p>Writing scripts and book articles in different genres like fiction, nonfiction, biographies etc</p> <p>Assisting the Marketing team plan promotional and marketing activities</p> <p>Coordinating with Editorial team and the clients for content planning and execution</p> <p>Using clear and understandable language to convey ideas</p> <p>Liaising with artists and designers to create illustrations suiting the content</p> <p>Contacting and networking with Publishers and Literary Agents to market and distribute written work</p> <p>Staying up to date with the latest developments in writing styles</p>

Job Code	Job Title	Responsibilities
18011	Band Manager	<p data-bbox="696 188 1525 215">Networking with various agencies and Music Producers to build connections</p> <p data-bbox="696 260 1621 287">Planning and implementing strategies for effective development of the band's image</p> <p data-bbox="696 331 1321 359">Contacting leading music labels to secure recording deals</p> <p data-bbox="696 403 1122 430">Advising bands on sound career moves</p> <p data-bbox="696 475 1839 502">Ensuring band members are punctual for practise sessions, recordings, interviews, and live performances</p> <p data-bbox="696 547 1641 574">Arranging flight tickets and accommodation for band members for international shows</p> <p data-bbox="696 619 1435 646">Coordinating with the Publicist for helping the band refine its image</p> <p data-bbox="696 691 1102 718">Negotiating contract terms and deals</p> <p data-bbox="696 762 1263 790">Helping the band manage their day-to-day schedule</p> <p data-bbox="696 834 1406 861">Assisting the band in getting a publishing deal and endorsements</p> <p data-bbox="696 906 1599 933">Managing the band's finances and maintaining a detailed record of all transactions</p>

Job Code	Job Title	Responsibilities
18012	Camera Operator	<p data-bbox="698 186 1346 213">Collaborate with directors to determine all aspects of shots.</p> <p data-bbox="698 256 1480 284">Provide practical and creative input to scene planning and arrangement.</p> <p data-bbox="698 327 1581 354">Assemble, select and position all equipment including cameras, stands and so on.</p> <p data-bbox="698 397 2018 424">Manage and operate motion picture cameras to record scenes related to TV broadcasts, advertisement and motion films.</p> <p data-bbox="698 467 2056 533">Prepare and execute each shot according to technical aspects such as light, lenses, camera film, and filters to achieve desired effects.</p> <p data-bbox="698 576 1688 603">Determine the camera placement that is to capture pictures, compose shots, shoot scenes.</p> <p data-bbox="698 646 2013 711">Take quality footage from a stable or move position, prepare cameras and test angles of camera movements and provide recommendations.</p> <p data-bbox="698 754 1839 782">Work with director of photography, makeup artists, lighting and sound staff to create the best last effect.</p> <p data-bbox="698 825 1167 852">Resolve technical or practical issues, if any.</p> <p data-bbox="698 895 1447 922">Create and edit footage of film and pictures as per the requirements.</p>

Job Code	Job Title	Responsibilities
18013	Casting Director	<p data-bbox="696 188 1055 215">Supervise the Casting Assistants.</p> <p data-bbox="696 260 1312 287">Read the scripts to understand the speaking roles better</p> <p data-bbox="696 331 1666 359">Collaborate with the Directors and Producers to determine the role's basic requirements.</p> <p data-bbox="696 403 976 430">Prepare a casting budget.</p> <p data-bbox="696 475 1171 502">Get involved in the Pre-production process.</p> <p data-bbox="696 547 1377 574">Get in touch with the agents directly to source the best actors.</p> <p data-bbox="696 619 1240 646">Review resumes, organize auditions and readings.</p> <p data-bbox="696 691 1438 718">Interview suitable actors and determine if they are a good fit or not.</p> <p data-bbox="696 762 987 790">Determine the actor's fee.</p> <p data-bbox="696 834 1267 861">Discuss the contracts to achieve mutual satisfaction.</p> <p data-bbox="696 906 1229 933">Stay updated with the prevailing industry trends.</p>

Job Code	Job Title	Responsibilities
18014	Choir Director	<p data-bbox="696 188 1189 215">Conducting rehearsals and warm-up sessions</p> <p data-bbox="696 260 1211 287">Arranging for musical instruments at the venue</p> <p data-bbox="696 331 1420 359">Establishing appropriate dress code as per the event requirements</p> <p data-bbox="696 403 1234 430">Selecting choir members by conducting auditions</p> <p data-bbox="696 475 1308 502">Communicating rehearsal timings to the team members</p> <p data-bbox="696 547 1256 574">Training choir members for solo/duo performances</p> <p data-bbox="696 619 1518 646">Assisting the choir members in attaining the correct pitch, tone, and tempo</p> <p data-bbox="696 691 1429 718">Instructing choir members during rehearsals and live performances</p> <p data-bbox="696 762 1218 790">Scheduling musical tours and live performances</p> <p data-bbox="696 834 1240 861">Training choir members to record for soundtracks</p> <p data-bbox="696 906 1630 933">Ensuring the choir members report for rehearsals and on stage performances on time</p> <p data-bbox="696 978 1375 1005">Staying up-to-date with the latest trends in the music industry</p> <p data-bbox="696 1050 1010 1077">Maintaining events calendar</p> <p data-bbox="696 1121 1666 1149">Coordinating with Musicians and Technicians for outdoor as well as indoor performances</p>

Job Code	Job Title	Responsibilities
18015	Choreographer	<p>Planning and creating daily dance routines</p> <p>Conceptualizing the entire dance performance</p> <p>Coordinating with the Artists, Music Directors, Costume Designers, and Creative Directors</p> <p>Choreographing stage/fashion shows, theatre performances, and music videos</p> <p>Communicating with the Music Director to choose music befitting the theme/concept</p> <p>Taking timely dance rehearsals and auditions</p> <p>Arranging and checking for studio availability and notifying the dancers about the same</p> <p>Scheduling one on one rehearsals for beginners</p> <p>Coordinating with the Technical Director for arranging sound and light effects</p> <p>Thinking creative ways to re-stage traditional dances</p> <p>Finalizing on spoken narratives and props for dance performances</p> <p>Taking inspiration from other performing arts like musical theatre, puppetry, circus, and magic</p> <p>Understanding the storyline, music score, and audience requirements before choreographing</p> <p>Experimenting with different styles and types of dance like Ballet, Hip Hop, Jazz and Contemporary</p>

Job Code	Job Title	Responsibilities
18016	Cinematographer	<p data-bbox="698 186 1301 215">Searching available outdoor locations/studio for shoots</p> <p data-bbox="698 256 1296 285">Examining weather conditions before beginning shoots</p> <p data-bbox="698 327 1368 355">Discussing the visual approach for the shoot with the Director</p> <p data-bbox="698 397 1680 426">Coordinating with the crew members for the selection of the right equipment for shooting</p> <p data-bbox="698 467 1290 496">Deciding on the correct angle, lighting, and techniques</p> <p data-bbox="698 537 1570 566">Communicating costume requirements for the shoot with the Costume Designer</p> <p data-bbox="698 608 1697 636">Conducting make-up, hair, and styling test looks with the Makeup Artist and Personal Stylist</p> <p data-bbox="698 678 1173 707">Training and supervising the crew members</p> <p data-bbox="698 748 1305 777">Attending skill-building workshops and training sessions</p> <p data-bbox="698 818 1348 847">Ensuring that the Production team brings out the film mood</p> <p data-bbox="698 888 1124 917">Networking with industry professionals</p> <p data-bbox="698 959 1653 987">Ensuring that the filming equipment is in working order and stored properly post shoots</p> <p data-bbox="698 1029 1449 1058">Reviewing the film footage to ensure it is as per the desired outcome</p>

Job Code	Job Title	Responsibilities
18017	Comedian	<p>Researching trending topics before writing the comic script</p> <p>Writing engaging and funny content</p> <p>Editing the script to avoid any mentions that can be hurtful to the audience</p> <p>Choreographing and practicing the script</p> <p>Taking comic reference from popular comic shows on Comedy Central and Comedy World</p> <p>Performing stand up comedy to entertain the live audience</p> <p>Referring to world-renowned stand-up comedians like Maria Bamford, Tiffany Haddish, Dave Chappelle, and Louis CK to highlight mental health issues, political scenarios in an unfiltered yet inoffensive way</p> <p>Planning, hosting and contacting artists and fellow comedians for Saturday Night Live Performances</p> <p>Participating in radio shows and podcasts to entertain far and wide audiences</p> <p>Interacting with the audiences after your performance</p> <p>Performing funny bits at comedy award shows and gigs</p> <p>Arranging props and attire to match your comic performance</p>

Job Code	Job Title	Responsibilities
18018	Content Writer	<p data-bbox="696 186 1816 215">Create content pieces that appeal to our audiences, attract customers and boost our brand awareness.</p> <p data-bbox="696 256 1453 285">Produce content marketing campaigns to drive leads and subscribers.</p> <p data-bbox="696 327 1346 355">Utilize SEO best practices to generate traffic to our website.</p> <p data-bbox="696 397 1910 426">Develop different content types, including email, social media posts, blogs, and white papers on a regular basis.</p> <p data-bbox="696 467 1711 496">Oversee our website, promote our blog and pitch articles to third-party platforms effectively.</p> <p data-bbox="696 537 1543 566">Work together with different departments to create innovative content ideas.</p> <p data-bbox="696 608 1451 636">Compose product descriptions to promote our products and services.</p> <p data-bbox="696 678 1877 707">Prepare well-organized drafts utilizing Content Management Systems (e.g. WordPress, Weebly, Joomla, etc).</p> <p data-bbox="696 748 1657 777">Assure all-around consistency for textual styles, pictures, fonts and tones in the content.</p> <p data-bbox="696 818 1608 847">Research industry-related topics by combining web sources, interviews and studies.</p>

Job Code	Job Title	Responsibilities
18019	Copywriter	<p>Write and proofread the posts about our company's products and services.</p> <p>Create promotional content for banners, online ads, social networks, and brochures.</p> <p>Conduct basic keyword research.</p> <p>Present well-structured drafts to editors within the set deadlines.</p> <p>Interpret creative writing samples through brainstorming ideas.</p> <p>Update existing content on the website according to SEO guidelines.</p> <p>Take part in email marketing campaigns.</p> <p>Imply SEO practices to boost the blog's visibility.</p> <p>Get in touch with the internal team members to learn more about the product features.</p> <p>Coordinate with the graphic designers, art directors, and web developers to complement text with graphics, images or charts as required.</p>

Job Code	Job Title	Responsibilities
18020	Costume Designer	<p data-bbox="696 188 1995 248">Reading through the script to fully understand the costume needs in terms of the era it focuses on, the settings and the character attributes.</p> <p data-bbox="696 296 1429 323">Researching on the history and different regions and their cultures.</p> <p data-bbox="696 368 1816 395">Developing accurate costume plots for the characters by collaborating with the stage production team.</p> <p data-bbox="696 440 1485 467">Creating preliminary custom sketches and presenting them for approval.</p> <p data-bbox="696 512 1373 539">Producing the finalized designs with styles, fabrics, and colors.</p> <p data-bbox="696 584 1451 611">Working with the fellow costume makers to materialize the sketches.</p> <p data-bbox="696 655 1317 683">Ensuring that the custom designs stay within the budget.</p> <p data-bbox="696 727 1776 754">Presenting the rough sketches to the director and design team, that is the set and lighting designer.</p> <p data-bbox="696 799 1137 826">Supervising dress rehearsals and fittings.</p> <p data-bbox="696 871 1603 898">Storing, returning or disposing of the used costumes once the project is completed.</p>

Job Code	Job Title	Responsibilities
18021	Curator	Recording and maintaining necessary information about acquisitions  Arranging exhibits  Storing all pieces correctly  Negotiating prices with the clients  Requesting for grants to support research studies  Hiring, training, and supervising staff members  Showcasing the business at art exhibitions and other such events  Scheduling restoration appointments whenever required  Developing catalogs and instructional materials  Applying for government grants  Preparing and monitoring budget  Contributing articles and promotional materials to websites and social media posts  Addressing any inquiries from clients  Writing and submitting exhibition proposals

Job Code	Job Title	Responsibilities
18022	Dancer	<p>Accepting instructions from the Choreographer and suggesting improvements in the dance moves.</p> <p>Preparing for auditions as and when required.</p> <p>Attending rehearsals and performances as per the given schedule.</p> <p>Coordinating with the dancers, instructors, and other team members.</p> <p>Attending promotional events such as concerts, photography sessions, exhibitions in dance school.</p> <p>Organizing and implementing dance workshops on various dance topics.</p> <p>Using appropriate props to enhance performance.</p> <p>Adjusting dance moves according to the music cues.</p> <p>Developing new moves based on the requirements of the music videos.</p> <p>Staying updated with the latest trends in various dance techniques.</p>

Job Code	Job Title	Responsibilities
18023	Design Consultant	<p>Meeting the clients and noting down their design requirements.</p> <p>Setting time and budget constraints.</p> <p>Researching the product and target audience.</p> <p>Developing a prototype to show the clients and collecting their feedback.</p> <p>Utilizing various colors, styles, and themes to make the design attractive.</p> <p>Working in collaboration with the Marketing team.</p> <p>Building the display of the finished design.</p> <p>Improving and suggesting changes in the old design if required.</p> <p>Staying updated with the latest trends in the design and media industry.</p>
18024	Digital Editor	<p>Work together with the team to bring in innovative content themes</p> <p>Assign tasks to internal team members and freelancers</p> <p>Oversee all the contributors and make sure the deadlines and goals are met</p> <p>Inspect all content for precision and cohesiveness</p> <p>Edit the content by applicable software</p> <p>Enhance content by including music, sound clips, pictures or artwork</p> <p>Make sure the approved content fulfills the quality criteria</p> <p>Observe and report the online existence and traffic</p> <p>Keep and implement the latest improvements in digital technology</p>

Job Code	Job Title	Responsibilities
18025	Digital Producer	<p data-bbox="698 186 1406 215">Communicating with clients and understanding the project briefs</p> <p data-bbox="698 256 1151 285">Supervising the entire production process</p> <p data-bbox="698 327 1406 355">Developing new ideas, concepts, and designs for various projects</p> <p data-bbox="698 397 1671 426">Communicating the project's progress with clients and providing an approximate timeline</p> <p data-bbox="698 467 1301 496">Keeping a long-lasting business relationship with clients</p> <p data-bbox="698 537 1245 566">Coordinating design themes with the Digital Editor</p> <p data-bbox="698 608 1514 636">Resolving any issues in the project and addressing them in a timely manner</p> <p data-bbox="698 678 1272 707">Preparing, updating, and maintaining project reports</p> <p data-bbox="698 748 1066 777">Performing project cost estimates</p> <p data-bbox="698 818 1128 847">Monitoring the assigned project budget</p> <p data-bbox="698 888 1346 917">Ensuring all projects/products are tested before submission</p> <p data-bbox="698 959 1352 987">Developing and implementing project completion schedules</p> <p data-bbox="698 1029 1272 1058">Ensuring the team members adhere to the deadlines</p>

Job Code	Job Title	Responsibilities
18026	Director	<p data-bbox="696 188 1391 215">Recruit and train the crew according to the script requirements.</p> <p data-bbox="696 260 1435 287">Hire day to day cast according to the requirement of the characters.</p> <p data-bbox="696 331 1379 359">Read and edit the script according to the screen requirements.</p> <p data-bbox="696 403 1783 430">Coordinate with the helping and technical crew regarding graphics, lights, or any other small details.</p> <p data-bbox="696 475 1630 502">Ensure the desired locations suitable for the script are available on the required dates</p> <p data-bbox="696 547 1240 574">Promote the project with the developing strategy.</p> <p data-bbox="696 619 2022 678">Prepare budget costing for the campaign for the long term and make sure the campaign generates the maximum revenue within the budget.</p> <p data-bbox="696 722 1619 750">Work closely with the senior management for running the crew operation efficiently.</p> <p data-bbox="696 794 1552 821">Make sure the deadlines are taken care of with comprehensive business plans.</p> <p data-bbox="696 866 1400 893">Negotiate with different media houses for competitive ventures.</p>

Job Code	Job Title	Responsibilities
18027	Director of Photography	<p data-bbox="698 186 1232 215">Ensuring proper lighting requirements on the set</p> <p data-bbox="698 256 1534 285">Testing camera equipment and placing an order for new ones when required</p> <p data-bbox="698 327 1211 355">Developing and editing the visual style of a film</p> <p data-bbox="698 397 1254 426">Deciding and controlling camera angles and frames</p> <p data-bbox="698 467 1429 496">Instructing and supervising the camera crew and technicians on set</p> <p data-bbox="698 537 1234 566">Directing the camera movement to capture shots</p> <p data-bbox="698 608 1041 636">Ordering appropriate film stock</p> <p data-bbox="698 678 1559 707">Checking for natural lightings on set and using artificial lighting when necessary</p> <p data-bbox="698 748 1570 777">Coordinating with the Electrician to ensure proper electricity connectivity on set</p> <p data-bbox="698 818 1496 847">Communicating with the Production Assistant for post-production editing</p> <p data-bbox="698 888 1653 917">Deciding on different shooting elements like camera distance, filters, and shutter angles</p> <p data-bbox="698 959 1310 987">Checking the camera setting before beginning the shoot</p> <p data-bbox="698 1029 1503 1058">Coordinating the entire motion picture processes with the team members</p>

Job Code	Job Title	Responsibilities
18028	Disc Jockey	<p>Ensuring the daily playlist schedule is completed on time</p> <p>Playing commercials when needed</p> <p>Reviewing and playing daily and weekly playlist</p> <p>Introducing celebrities present at the event</p> <p>Taking and playing music/song requests from the audience</p> <p>Engaging with listeners present at the event</p> <p>Organizing on-air competitions and questioning audiences</p> <p>Mixing and playing catchy music at sponsored events</p> <p>Commenting on music and the latest developments in the Music industry</p> <p>Interviewing or having a conversation with famous personalities from the Music industry</p> <p>Providing any important information related to the songs/playlist</p> <p>Researching and playing songs that are performing well on the global charts</p> <p>Interacting with the live audience at parties and events</p> <p>Handling monitors, mixers, turntables, and other equipment carefully</p>

Job Code	Job Title	Responsibilities
18029	Drummer	<p data-bbox="696 186 1279 215">Meeting clients and noting down their requirements.</p> <p data-bbox="696 260 1144 288">Attending rehearsals as per the agendas.</p> <p data-bbox="696 333 1111 362">Performing live and music recordings.</p> <p data-bbox="696 406 1050 435">Generating original music beats.</p> <p data-bbox="696 480 1368 509">Supervising drummers as per the performance requirements.</p> <p data-bbox="696 553 1072 582">Hiring and training new musicians.</p> <p data-bbox="696 627 1151 655">Presenting the music to the stakeholders.</p> <p data-bbox="696 700 1061 729">Taking feedback from the clients.</p> <p data-bbox="696 774 1151 802">Improving the music as per the feedback.</p> <p data-bbox="696 847 1115 876">Coordinating with the team members.</p> <p data-bbox="696 920 1178 949">Maintaining the drum set on a regular basis.</p> <p data-bbox="696 994 1218 1023">Communicating with the band leader smoothly.</p> <p data-bbox="696 1067 999 1096">Playing at events and tours.</p> <p data-bbox="696 1141 1151 1169">Coming up with new concepts and music.</p>

Job Code	Job Title	Responsibilities
18030	Editor	<p data-bbox="696 186 1133 215">Manage web content and printing cycle</p> <p data-bbox="696 256 1279 285">Set goals and perspective to be followed by the team</p> <p data-bbox="696 327 1989 355">Propose stories and create significant eye-catching designs in alignment through a focused targeted group of audience</p> <p data-bbox="696 397 1473 426">Supervise layout and designs. Check content for precision and mistakes</p> <p data-bbox="696 467 1167 496">Proofread and improve content and stories</p> <p data-bbox="696 537 1785 566">Liaise and collaborate with the team members like designers, paparazzi, marketing reps, writers etc.</p> <p data-bbox="696 608 1505 636">Make sure that the media regulations and ethical procedures are followed</p> <p data-bbox="696 678 1391 707">Finalize the budget and ensure that the targets are met on time</p> <p data-bbox="696 748 1057 777">Play an active role to hire writers</p> <p data-bbox="696 818 1155 847">Stay up to date with latest industry trends</p>

Job Code	Job Title	Responsibilities
18031	Editor in Chief	<p data-bbox="696 186 1995 215">Editing and proofreading content that is written for various platforms such as newspapers, magazines, and many more.</p> <p data-bbox="696 256 1653 285">Preparing and developing efficient editorial strategies along with the Editorial Assistant.</p> <p data-bbox="696 327 1330 355">Setting and managing the editorial budget as per the plan.</p> <p data-bbox="696 397 1771 426">Representing the publication at various events, conferences, seminars, and social media platforms.</p> <p data-bbox="696 467 1151 496">Writing short content pieces occasionally.</p> <p data-bbox="696 537 1581 566">Helping in hiring Content Writers, Executive Editors as well as Editorial Assistants.</p> <p data-bbox="696 608 1525 636">Maintaining a friendly and professional relationship with the staff members.</p> <p data-bbox="696 678 1279 707">Coming up with innovative ideas to achieve the goals.</p> <p data-bbox="696 748 1447 777">Managing day to day operations in an efficient and effective manner.</p> <p data-bbox="696 818 1559 847">Supervising the content plagiarism and editing the content ensuring its original.</p> <p data-bbox="696 888 1424 917">Approving layout and designs for social posts on a day to day basis.</p>

Job Code	Job Title	Responsibilities
18032	Executive Producer	<p data-bbox="698 186 1261 215">Understanding the production goals and objectives.</p> <p data-bbox="698 256 1048 285">Developing budget for the films.</p> <p data-bbox="698 327 1341 355">Hiring new members for the team as per the requirements.</p> <p data-bbox="698 397 1249 426">Working smoothly with the Producer and Director.</p> <p data-bbox="698 467 1050 496">Preparing strategies for the film.</p> <p data-bbox="698 537 1270 566">Handling day to day operations of the crew and cast.</p> <p data-bbox="698 608 1364 636">Solving any problem that arise during the production of films.</p> <p data-bbox="698 678 1126 707">Setting schedules, props, and locations.</p> <p data-bbox="698 748 1346 777">Collaborating with the Marketing team for film promotions.</p> <p data-bbox="698 818 1209 847">Reviewing the final edition of film for approval.</p> <p data-bbox="698 888 1440 917">Working with other head of department for a successful production.</p> <p data-bbox="698 959 1509 987">Adhering to all the rules and regulations of film and television department.</p>

Job Code	Job Title	Responsibilities
18033	Fashion Consultant	<p data-bbox="696 185 1144 220">Understanding the client's requirements.</p> <p data-bbox="696 256 1077 292">Listening actively to client's needs.</p> <p data-bbox="696 328 1227 363">Advising the client's in making fashion decisions.</p> <p data-bbox="696 400 1261 435">Noting down client's body types and personal style.</p> <p data-bbox="696 472 1335 507">Setting the client's budget constraints as per the occasion.</p> <p data-bbox="696 544 1485 579">Providing advice on outfits, color combinations, fabrics, and accessories.</p> <p data-bbox="696 616 1245 651">Assisting Store Managers to achieve fashion goals.</p> <p data-bbox="696 687 1055 722">Ensuring the client's satisfaction.</p> <p data-bbox="696 759 1608 794">Growing the client database and generating leads and selling services to the clients.</p> <p data-bbox="696 831 1245 866">Maintaining a healthy relationship with the clients</p> <p data-bbox="696 903 999 938">Increasing company's sales.</p> <p data-bbox="696 975 1171 1010">Reaching out to potential client's networks.</p> <p data-bbox="696 1046 1227 1082">Staying up to date with the latest fashion trends.</p>

Job Code	Job Title	Responsibilities
18034	Fashion Copywriter	<p data-bbox="696 188 1361 215">Compose, edit and publish articles about fashion and design.</p> <p data-bbox="696 260 1682 287">Exhibit new items (e.g. outfits, makeup products &amp; accessories) through engaging content.</p> <p data-bbox="696 331 1688 359">Manage the layout design before publishing. Suggest improvements as and when required.</p> <p data-bbox="696 403 1565 430">Meet the industry experts, like designers, architects, and models for interviews.</p> <p data-bbox="696 475 1621 502">Liaise with photographers to make sure that all articles incorporate beautiful images.</p> <p data-bbox="696 547 1597 574">Suggest new themes to the marketing team, editorial manager and editor-in-chief.</p> <p data-bbox="696 619 1205 646">Attend fashion shows and visit retail locations.</p> <p data-bbox="696 691 1473 718">Promote articles via web-based networking and social media networks.</p> <p data-bbox="696 762 1438 790">Understand and research on various fashion and its popular culture.</p> <p data-bbox="696 834 1458 861">Stay updated with the most recent trends and audience's inclinations.</p>

Job Code	Job Title	Responsibilities
18035	Fashion Designer	<p data-bbox="696 188 1216 215">Designing clothes and accessories to meet brief</p> <p data-bbox="696 260 1149 287">Forecasting and developing new patterns</p> <p data-bbox="696 331 965 359">Drafting design sketches</p> <p data-bbox="696 403 1153 430">Supervising the entire production process</p> <p data-bbox="696 475 1234 502">Preparing and providing design samples to clients</p> <p data-bbox="696 547 1337 574">Analyzing and researching new industry and market trends</p> <p data-bbox="696 619 1359 646">Delivering final product in-line with the company's standards</p> <p data-bbox="696 691 1547 718">Testing different types of materials and colours to ensure high quality product</p> <p data-bbox="696 762 1395 790">Attending workshops, fashion shows and events to upgrade skill</p> <p data-bbox="696 834 1267 861">Offering ideas and suggestions for collection themes</p> <p data-bbox="696 906 1200 933">Selecting and purchasing materials and fabrics</p>

Job Code	Job Title	Responsibilities
18036	Fashion Director	<p data-bbox="696 188 1346 215">Planning and developing fashion design plans and concepts</p> <p data-bbox="696 260 1749 287">Discussing effective fashion marketing strategies with the Fashion Consultant and Fashion Editor</p> <p data-bbox="696 331 1167 359">Planning fashion concepts for photoshoots</p> <p data-bbox="696 403 1688 430">Coordinating with the Fashion Designer regarding the model's costumes and makeup ideas</p> <p data-bbox="696 475 1252 502">Searching and booking locations for fashion shoots</p> <p data-bbox="696 547 1682 574">Networking and holding meetings with Fashion Designers and other industry professionals</p> <p data-bbox="696 619 1715 646">Researching and staying up-to-date with the latest fashion trends and industry developments</p> <p data-bbox="696 691 1189 718">Hiring models for various clothing line shoots</p> <p data-bbox="696 762 1615 790">Making fashion recommendations and helping clients make suitable fashion choices</p> <p data-bbox="696 834 1458 861">Ensuring all fashion shoots are carried out as per the assigned budget</p>

Job Code	Job Title	Responsibilities
18037	Fashion Editor	<p data-bbox="696 186 1715 215">Discuss the themes and ideas with the Editor-in-chief to meet the preferences of the readers.</p> <p data-bbox="696 260 1843 288">Coordinate with the Models, Photographers, Costume Designers, Makeup Artists, and Photoshoot Stylist.</p> <p data-bbox="696 333 1128 362">Choose and book photoshoot locations.</p> <p data-bbox="696 406 1323 435">Manage the layouts of design, artwork, and photography.</p> <p data-bbox="696 480 1397 509">Coordinate with the writers, analyze the content, and edit them.</p> <p data-bbox="696 553 1487 582">Search for the trending fashion vogues to stay ahead of the competitors.</p> <p data-bbox="696 627 1561 655">Attend fashion shows to meet designers and visit retail outlets to stay updated.</p> <p data-bbox="696 700 1503 729">Suggest trendy fashion products, such as makeup, accessories, and outfits</p> <p data-bbox="696 774 1081 802">Enhance social media engagement.</p> <p data-bbox="696 847 1032 876">Manage budget requirements.</p> <p data-bbox="696 920 1514 949">Ensure all the team members are up-to-date with the latest fashion trends.</p>

Job Code	Job Title	Responsibilities
18038	Film Director	<p data-bbox="696 188 1010 215">Understanding the storyline.</p> <p data-bbox="696 260 1283 287">Assisting in writing scripts along with the Scriptwriter.</p> <p data-bbox="696 331 1095 359">Reading and interpreting the scripts.</p> <p data-bbox="696 403 1296 430">Conducting auditions and choosing actors for the films.</p> <p data-bbox="696 475 1254 502">Attending rehearsals as per the planned schedules.</p> <p data-bbox="696 547 1135 574">Maintaining the film budget constraints.</p> <p data-bbox="696 619 1090 646">Finding the film locations and spots.</p> <p data-bbox="696 691 1771 718">Working in collaboration with the Music Director, Producer, Songwriter, and other team members.</p> <p data-bbox="696 762 1211 790">Assisting the Film Editor in assembling the film.</p> <p data-bbox="696 834 1397 861">Maintaining a strong relationship with the head of departments.</p> <p data-bbox="696 906 1355 933">Guiding Costume Designers with the costume requirements.</p> <p data-bbox="696 978 1184 1005">Attending film promotions at various events.</p> <p data-bbox="696 1050 1453 1077">Adhering to the rules and regulations of the film-making department.</p>

Job Code	Job Title	Responsibilities
18039	Guitarist	<p>Setting the stage and checking all the instruments before the performance.</p> <p>Performing live as well as recording.</p> <p>Developing new tracks and sounds.</p> <p>Playing instruments as per the requirements of the performance.</p> <p>Providing lessons to the performers.</p> <p>Attending rehearsals and performances as per the required schedule.</p> <p>Maintaining a friendly relationship with fellow performers.</p> <p>Keeping a strong online presence on social media platforms.</p> <p>Attending auditions and PR events if necessary.</p> <p>Improving performance by making use of different genres.</p> <p>Staying up to date with the latest music trends.</p>

Job Code	Job Title	Responsibilities
18040	Journalist	<p>Directing research to publish interesting and critical news.</p> <p>Gathering first-hand information by being present as a person in happenings.</p> <p>Accumulating, verifying and interpreting information to convert them into engaging news.</p> <p>Acquiring more data by interviewing key people (witnesses, sources and so on.)</p> <p>Utilizing findings to develop a well-composed article ensuring that you hold the familiarity with the reader's perspective.</p> <p>Taking photos, video or sound recording to record occasions and facts.</p> <p>Composing and reporting stories for web, print, radio, and TV as per the endorsed style guides.</p> <p>Getting assignments or examining the authenticity of news or tips.</p> <p>Agreeing with the ethical code of the profession and managing notes and sound recordings.</p> <p>Collaborating with different writers, editors, and makers to ensure we have an efficient working model.</p> <p>Focusing on improvements by researching journals, newspapers, magazines, research papers, attending occasions and so on.</p>

Job Code	Job Title	Responsibilities
18041	Layout Designer	<p data-bbox="698 186 1137 215">Understanding the design requirements.</p> <p data-bbox="698 256 1003 285">Planning budget limitations.</p> <p data-bbox="698 327 1182 355">Developing prototypes and presenting ideas.</p> <p data-bbox="698 397 1435 426">Attending brainstorming sessions for innovative ideas and concepts.</p> <p data-bbox="698 467 1301 496">Framing page elements, which include text and images.</p> <p data-bbox="698 537 1238 566">Ensuring proper spacing and arrangement of text.</p> <p data-bbox="698 608 1039 636">Using fitting font size and style.</p> <p data-bbox="698 678 1153 707">Making use of appropriate color schemes.</p> <p data-bbox="698 748 1361 777">Altering the images to improve the overall look of the design.</p> <p data-bbox="698 818 1081 847">Proofreading the text in the design.</p> <p data-bbox="698 888 1153 917">Taking feedback from the team members.</p> <p data-bbox="698 959 1028 987">Making changes to the design.</p> <p data-bbox="698 1029 1355 1058">Producing final design with the help of the Creative Director.</p> <p data-bbox="698 1099 1256 1128">Performing tests on various devices for resolutions.</p>

Job Code	Job Title	Responsibilities
18042	Lyricist	<p data-bbox="698 186 1547 215">Knowing the genre and understanding the song's requirements before writing</p> <p data-bbox="698 256 1429 285">Listening to the music and tone to ascertain the song requirements</p> <p data-bbox="698 327 1536 355">Collaborating with different Artists, Musicians, and Singers for various events</p> <p data-bbox="698 397 1512 426">Making changes and revisions to the lyrics as per the Composer's feedback</p> <p data-bbox="698 467 1200 496">Ensuring that the lyrics remain plagiarism-free</p> <p data-bbox="698 537 1451 566">Networking with industry professionals during events and workshops</p> <p data-bbox="698 608 1294 636">Writing choruses, jingles, cartoons, and training videos</p> <p data-bbox="698 678 1196 707">Contributing to the musical shows and operas</p> <p data-bbox="698 748 1429 777">Writing lyrics for various genres of music like rock, country, and rap</p>

Job Code	Job Title	Responsibilities
18043	Magazine Editor	<p data-bbox="696 186 1032 215">Brainstorming new story ideas</p> <p data-bbox="696 256 1240 285">Hiring, training, and overseeing the Junior Writers</p> <p data-bbox="696 327 1296 355">Reviewing and approving magazine content and design</p> <p data-bbox="696 397 1413 426">Discussing feature story ideas and deadlines with Content Writers</p> <p data-bbox="696 467 1417 496">Outsourcing articles to Freelancer Writers and assigning deadlines</p> <p data-bbox="696 537 1498 566">Editing articles to ensure they read correctly and meet industry standards</p> <p data-bbox="696 608 1507 636">Coordinating with Photographers to shoot for magazine covers and stories</p> <p data-bbox="696 678 1514 707">Attending events, conferences, and networking with industry professionals</p> <p data-bbox="696 748 1514 777">Ensuring the magazine content adheres to the industry law and regulations</p> <p data-bbox="696 818 1176 847">Managing the publication and printing cycle</p> <p data-bbox="696 888 1402 917">Overseeing the content and photography layout of the magazine</p>

Job Code	Job Title	Responsibilities
18044	Makeup Artist	<p data-bbox="696 188 1525 215">Comprehend prerequisites from a visual and special technical point of view.</p> <p data-bbox="696 260 1576 287">Find the right material and application as indicated by lighting, setting and so on.</p> <p data-bbox="696 331 1413 359">Use simple or complex makeup techniques as and when required.</p> <p data-bbox="696 403 1263 430">Do proper hairstyling to complement the cosmetics.</p> <p data-bbox="696 475 1330 502">Utilize FX prosthetics to make the coveted desired effects.</p> <p data-bbox="696 547 1294 574">Show makeup application to the team and guide them.</p> <p data-bbox="696 619 1480 646">Recommend healthy skincare schedules to the clients for special events.</p> <p data-bbox="696 691 1464 718">Assist the team in proper makeup and prosthetics removal techniques.</p> <p data-bbox="696 762 1576 790">Work together with a team i.e. costume designers, production collaborators, etc.</p> <p data-bbox="696 834 1765 861">Choose the best material (makeup and other equipment) and make budget plans to buy the same.</p> <p data-bbox="696 906 1361 933">Clean and maintain makeup cosmetics, applicators and tools.</p>

Job Code	Job Title	Responsibilities
18045	Managing Editor	<p data-bbox="696 188 1368 215">Plan, manage and execute everyday tasks as per the schedule</p> <p data-bbox="696 260 1205 287">Appoint, train, and supervise Assistant Editors.</p> <p data-bbox="696 331 1137 359">Assign and edit content for social media.</p> <p data-bbox="696 403 1711 430">Work together with the editor-in-chief to look into content and finalize the content schedule.</p> <p data-bbox="696 475 1592 502">Manage weekly publications and editorials calendars and meetings with the team.</p> <p data-bbox="696 547 1379 574">Design and accept projects for journalists, writers, and editors.</p> <p data-bbox="696 619 1509 646">Control plans, supervise the production process, and implement deadlines.</p> <p data-bbox="696 691 1503 718">Assist in approving finale copy for submission with design, style, and tone.</p> <p data-bbox="696 762 1218 790">Resolve any issues within the team if they arise.</p> <p data-bbox="696 834 1218 861">Attend social events representing the company.</p>

Job Code	Job Title	Responsibilities
18046	Model	<p data-bbox="696 185 1697 220">Posing and taking instructions from photographers and choreographers during photoshoots</p> <p data-bbox="696 256 1480 292">Working in digital and print commercials for promoting different brands</p> <p data-bbox="696 328 1021 363">Performing in runway shows</p> <p data-bbox="696 400 1576 435">Representing different clothing brands, accessories and footwear for ramp walks</p> <p data-bbox="696 472 1435 507">Preparing and maintaining a detailed and updated portfolio of work</p> <p data-bbox="696 544 1644 579">Creating unique and specific looks by collaborating with Makeup Artists and Hair Stylist</p> <p data-bbox="696 616 1391 651">Consuming a well-balanced diet and following a fitness regimen</p> <p data-bbox="696 687 1352 722">Researching about a product and service before promotions</p> <p data-bbox="696 759 1274 794">Meeting with agents, designers, and potential clients</p> <p data-bbox="696 831 1301 866">Communicating job completion timelines to the agency</p>

Job Code	Job Title	Responsibilities
18047	Movie Makeup Artist	<p>Work closely with the lighting technicians and film directors to get prepared on the character's outlook and shooting settings.</p> <p>Sketch out makeup designs for all the characters.</p> <p>Calculate an estimated time required for makeup application and inform the directors and actors well in advance.</p> <p>Coordinate with Special effects Makeup Artist to create the look on the live performer.</p> <p>Make use of authentic and genuine makeup products.</p> <p>Coordinate with the Makeup department i.e.hairstylists and costume designers to create cohesive looks of the actors.</p> <p>Inform the production team about the products and tools required.</p> <p>Ensure a consistent makeup style throughout the shooting of the film.</p> <p>Store the products and tools properly.</p> <p>Assist the actors to remove prosthetics and body makeup.</p>

Job Code	Job Title	Responsibilities
18048	Music Director	<p data-bbox="698 186 1281 215">Noting down the requirements of the music program.</p> <p data-bbox="698 260 1236 288">Arranging auditions for new talent and musicians.</p> <p data-bbox="698 333 1550 362">Planning the music performance schedule according to the group's availability.</p> <p data-bbox="698 406 1003 435">Directing the musical group.</p> <p data-bbox="698 480 1288 509">Selecting and planning the music as per the musicians.</p> <p data-bbox="698 553 1249 582">Achieving maximum effect of the music execution.</p> <p data-bbox="698 627 1438 655">Evaluating the tone, rhythm, and volume of the music performance.</p> <p data-bbox="698 700 1467 729">Attending meetings and suggesting improvements in the performance.</p> <p data-bbox="698 774 1214 802">Selecting the lead singer for each performance.</p> <p data-bbox="698 847 1579 876">Understanding the capabilities of each musician and guiding him/her accordingly.</p> <p data-bbox="698 920 1079 949">Planning and preparing the budget.</p> <p data-bbox="698 994 1075 1023">Supervising the rehearsal sessions.</p> <p data-bbox="698 1067 1512 1096">Maintaining the musical instruments in good order and condition regularly.</p> <p data-bbox="698 1141 1639 1169">Working in collaboration with Music Producer, Music Editor, and other team members.</p>

Job Code	Job Title	Responsibilities
18049	Music Editor	<p>Synchronizing all aspects of a music composition</p> <p>Understanding and following the directions of the Music Producer and Director</p> <p>Editing and upgrading existing music</p> <p>Undertaking all sound engineering related activities such as mixing and mastering</p> <p>Compiling and including film soundtracks without disturbing the story flow</p> <p>Helping create original music</p> <p>Collaborating with music professionals on independent projects</p> <p>Holding meetings with Music Producers and Video/ Audio Editors to determine the project goals and timelines</p> <p>Developing and assisting the Music Composer estimate meter score and tempo</p> <p>Attending music recordings and rehearsals</p> <p>Making adjustments to the music score</p>

Job Code	Job Title	Responsibilities
18050	Music Producer	<p data-bbox="698 186 1447 215">Assisting artists and groups with the entire music production process</p> <p data-bbox="698 256 1308 285">Listening to demos and recommending creative changes</p> <p data-bbox="698 327 1352 355">Finding and booking recording studios and venues for artists</p> <p data-bbox="698 397 1144 426">Advising on arrangement of album songs</p> <p data-bbox="698 467 999 496">Scheduling track recordings</p> <p data-bbox="698 537 1525 566">Liaising with Audio Engineers and Sound Engineers to improve sound quality</p> <p data-bbox="698 608 1576 636">Coordinating with agencies and organizations for live concerts and performances</p> <p data-bbox="698 678 1827 707">Communicating with the Marketing team to prepare promotional materials for albums and live concerts</p> <p data-bbox="698 748 1447 777">Researching and developing ideas and inspirations for creating music</p> <p data-bbox="698 818 1032 847">Providing production timelines</p> <p data-bbox="698 888 1352 917">Negotiating and handling project budget and contract terms</p> <p data-bbox="698 959 1447 987">Maintaining a proper record of all company productions and content</p> <p data-bbox="698 1029 1671 1058">Editing and mixing clips in collaboration with the Mixing Engineer and Mastering Engineer</p> <p data-bbox="698 1099 1144 1128">Providing coaching and support to artists</p>

Job Code	Job Title	Responsibilities
18051	Musician	<p data-bbox="696 188 1196 215">Preparing for auditions as and when required.</p> <p data-bbox="696 260 1361 287">Attending rehearsals and performances as per the schedules.</p> <p data-bbox="696 331 1196 359">Directing and planning musical performances.</p> <p data-bbox="696 403 1070 430">Traveling to long-distance venues.</p> <p data-bbox="696 475 1319 502">Providing vocals for the singer to support the lead singer.</p> <p data-bbox="696 547 1240 574">Composing and recording new and original music.</p> <p data-bbox="696 619 1346 646">Maintaining a healthy relationship with the team members.</p> <p data-bbox="696 691 1249 718">Learning new techniques and musical instruments.</p> <p data-bbox="696 762 1386 790">Building a positive brand image by making special appearances.</p> <p data-bbox="696 834 1218 861">Organizing and implementing music workshops.</p> <p data-bbox="696 906 1173 933">Maintaining a strong social media presence.</p> <p data-bbox="696 978 1084 1005">Interacting with fans and followers.</p> <p data-bbox="696 1050 1240 1077">Collaborating with other artists and professionals.</p> <p data-bbox="696 1121 1267 1149">Providing musical background for live performances.</p>

Job Code	Job Title	Responsibilities
18052	News Anchor	<p>Researching on the local community, national, state and international current affairs.</p> <p>Meeting up the reporters, news directors and fellow news anchors to be briefed on the routine news.</p> <p>Collaborating with the news directors to pick the right stories that should be broadcasted daily considering the audience's preferences.</p> <p>Organizing the breaking news in a way that it presents the most interesting aspects first.</p> <p>Revising scripts and preparing them well to be delivered live.</p> <p>Interviewing guests and other members.</p> <p>Introducing the news correspondents that are reporting on the scene and asking them relevant questions.</p> <p>Complying with the moral code of the journalistic profession.</p>
18053	News Producer	<p>Gather all the vital information, pieces and stories from team members</p> <p>Collaborate with the News Directors to pick and prioritize the content to be aired</p> <p>Add elements and stories that will make the broadcast a lot more attractive</p> <p>Select sound bites and footage to be included in the broadcast to ensure consistency</p> <p>Communicate with the anchors and studio crew while on-air</p> <p>Ensure the broadcast is within the allotted time limits</p> <p>Produce breaking news</p> <p>Perform research on national, local and international affairs and stay up-to-date with the latest events</p> <p>Collaborate with the creative departments to develop promotional strategies for the forthcoming newscasts</p>

Job Code	Job Title	Responsibilities
18054	Personal Stylist	<p data-bbox="696 188 1294 215">Meeting clients and understanding their requirements.</p> <p data-bbox="696 260 1339 287">Selecting clothes and accessories as per client preferences.</p> <p data-bbox="696 331 1547 359">Buying outfits, footwear, and other fashion accessories on behalf of the client.</p> <p data-bbox="696 403 1160 430">Understanding the client's body structure.</p> <p data-bbox="696 475 1368 502">Ensuring the client's wardrobe is according to the style trend.</p> <p data-bbox="696 547 1077 574">Improvising the client's old outfits.</p> <p data-bbox="696 619 1104 646">Suggesting hairdo and makeup looks.</p> <p data-bbox="696 691 1518 718">Arranging spa sessions and booking appointments as per their convenience.</p> <p data-bbox="696 762 1339 790">Preselecting the look for the clients for last-minute events.</p> <p data-bbox="696 834 1220 861">Traveling with the clients as and when required.</p> <p data-bbox="696 906 1368 933">Collaborating with Fashion Designers and Costume Designers.</p> <p data-bbox="696 978 1261 1005">Maintaining client records for future appointments.</p> <p data-bbox="696 1050 1189 1077">Investigating various fashion industry trends.</p>

Job Code	Job Title	Responsibilities
18055	Photo Editor	<p data-bbox="696 188 2078 215">Managing the tasks in collaboration with the editors and other members of the team to identify the photography requirements.</p> <p data-bbox="696 260 1323 287">Obtaining formal permission to shoot in a particular area.</p> <p data-bbox="696 331 1447 359">Assigning projects to photographers and ensuring deadlines are met.</p> <p data-bbox="696 403 1391 430">Allocating and coordinating assignments and approving images.</p> <p data-bbox="696 475 1536 502">Selecting, editing, and positioning photos, and publishing images on the web.</p> <p data-bbox="696 547 1563 574">Manipulating the images to accomplish the highest quality using the right tools.</p> <p data-bbox="696 619 1675 646">Ensuring the use of most appropriate photo equipment and ordering supplies as required.</p> <p data-bbox="696 691 1753 718">Coordinating with fellow photographers, editors, and marketing reps to discuss future prospects.</p> <p data-bbox="696 762 1178 790">Negotiating fees and supervising all designs.</p> <p data-bbox="696 834 1518 861">Staying up-to-date with the latest photo editing software and technologies.</p>

Job Code	Job Title	Responsibilities
18056	Photographer	<p data-bbox="696 186 1760 215">Discuss the concept along with the different types of photographers from the media department.</p> <p data-bbox="696 260 1525 288">Select a great location for the photoshoot both indoor and outdoor settings.</p> <p data-bbox="696 333 1435 362">Arrange the set up framework, lights, and photographic equipment.</p> <p data-bbox="696 406 1357 435">Capture the desired images as per the client's specifications.</p> <p data-bbox="696 480 1547 509">Edit the image to give it a more realistic look using various editing techniques.</p> <p data-bbox="696 553 1323 582">Prepare and maintain the images captured in a database.</p> <p data-bbox="696 627 1861 655">Maintain a healthy relationship with the team assistants, models, clients, stylists, hair, and makeup artists.</p> <p data-bbox="696 700 1529 729">Test and maintain the equipment and ensure it is in good working condition.</p> <p data-bbox="696 774 1480 802">Collaborate with the Design and Marketing team as and when required.</p> <p data-bbox="696 847 1435 876">Stay up to date with various photography techniques and methods.</p>

Job Code	Job Title	Responsibilities
18057	Photographer Assistant	<p data-bbox="698 186 1227 215">Checking for potential locations for photoshoots</p> <p data-bbox="698 256 1335 285">Discussing and finalizing photoshoot dates with the clients</p> <p data-bbox="698 327 1240 355">Ensuring that the photoshoot locations are secure</p> <p data-bbox="698 397 1290 426">Obtaining permits to use locations like hotels and halls</p> <p data-bbox="698 467 1281 496">Coordinating with the technicians to set up the studio</p> <p data-bbox="698 537 1323 566">Assisting in setting up the camera and lighting equipment</p> <p data-bbox="698 608 1440 636">Helping clear the studio or outdoor locations of all the camera setup</p> <p data-bbox="698 678 1568 707">Communicating with clients to understand their photography needs and budget</p> <p data-bbox="698 748 1281 777">Coordinating all daily activities with the Photographer</p> <p data-bbox="698 818 1671 847">Ensuring timely collection of payments from clients and maintaining a receipt of the same</p> <p data-bbox="698 888 1227 917">Assigning photo editing tasks to the Photo Editor</p> <p data-bbox="698 959 1406 987">Handing over the edited and developed photos to clients on time</p> <p data-bbox="698 1029 1240 1058">Providing customer support as and when required</p>

Job Code	Job Title	Responsibilities
18058	Photoshoot Stylist	<p data-bbox="696 188 1122 212">Make beautiful looks from head to toe.</p> <p data-bbox="696 260 1397 284">Choose fashionable, trendy outfits, shoes and other accessories.</p> <p data-bbox="696 331 1659 355">Collaborate with photographers, models, hairstylists and makeup artists for the projects.</p> <p data-bbox="696 403 1648 427">Suggest areas for each photoshoot and plan them accordingly by utilizing proper props.</p> <p data-bbox="696 475 1648 499">Adjust angle, lighting and model position to introduce each outfit in the most ideal way.</p> <p data-bbox="696 547 1760 571">Ensure that the final outcome is within quality gauges and lines up with the extent of the venture.</p> <p data-bbox="696 619 1285 643">Return back all borrowed things in a decent condition.</p> <p data-bbox="696 691 2047 746">Create and keep up good associations with fashion industry experts, including fashion designers, photographers, journalists, and editors.</p>

Job Code	Job Title	Responsibilities
18059	Pianist	<p data-bbox="698 186 1234 215">Understanding client requirements and requests.</p> <p data-bbox="698 256 1160 285">Attending rehearsals as per the schedules.</p> <p data-bbox="698 327 1238 355">Practicing ensembles and music pieces every day.</p> <p data-bbox="698 397 1173 426">Working smoothly with the team members.</p> <p data-bbox="698 467 1169 496">Reading and writing down music notations.</p> <p data-bbox="698 537 1160 566">Editing the music as per the requirements.</p> <p data-bbox="698 608 1090 636">Performing live as well as recording.</p> <p data-bbox="698 678 1512 707">Collaborating with Musicians, Songwriters, Actors, and other professionals.</p> <p data-bbox="698 748 1402 777">Monitoring pianists as per the requirements of the performance.</p> <p data-bbox="698 818 1048 847">Maintaining the piano regularly.</p> <p data-bbox="698 888 1144 917">Improving the music as per the demands</p> <p data-bbox="698 959 1128 987">Taking feedback from the stakeholders.</p> <p data-bbox="698 1029 1055 1058">Tutoring the students, if needed.</p> <p data-bbox="698 1099 1393 1128">Making arrangements for tuning and repairs of the instruments.</p>

Job Code	Job Title	Responsibilities
18060	Piano Tuner	<p data-bbox="696 186 1234 215">Understanding client requirements and requests.</p> <p data-bbox="696 256 1160 285">Attending rehearsals as per the schedules.</p> <p data-bbox="696 327 1238 355">Practicing ensembles and music pieces every day.</p> <p data-bbox="696 397 1173 426">Working smoothly with the team members.</p> <p data-bbox="696 467 1167 496">Reading and writing down music notations.</p> <p data-bbox="696 537 1160 566">Editing the music as per the requirements.</p> <p data-bbox="696 608 1088 636">Performing live as well as recording.</p> <p data-bbox="696 678 1509 707">Collaborating with Musicians, Songwriters, Actors, and other professionals.</p> <p data-bbox="696 748 1402 777">Monitoring pianists as per the requirements of the performance.</p> <p data-bbox="696 818 1048 847">Maintaining the piano regularly.</p> <p data-bbox="696 888 1144 917">Improving the music as per the demands</p> <p data-bbox="696 959 1128 987">Taking feedback from the stakeholders.</p> <p data-bbox="696 1029 1055 1058">Tutoring the students, if needed.</p> <p data-bbox="696 1099 1395 1128">Making arrangements for tuning and repairs of the instruments.</p>

Job Code	Job Title	Responsibilities
18061	Political Analyst	<p data-bbox="698 186 1771 215">Conducting research on different political matters such as political ideologies and foreign relations.</p> <p data-bbox="698 256 1525 285">Gathering data from sources like election results and public opinion surveys.</p> <p data-bbox="698 327 1285 355">Using statistical data analysis to interpret the findings.</p> <p data-bbox="698 397 1599 426">Developing different political theories based on historical documents and research.</p> <p data-bbox="698 467 1234 496">Forecasting political, economic, and social trends.</p> <p data-bbox="698 537 1868 566">Writing reports and giving a presentation of research findings in the form of reports, and publishing articles.</p> <p data-bbox="698 608 1599 636">Monitoring different policy decisions, current events, and legislation modifications.</p> <p data-bbox="698 678 1812 707">Evaluating the effects of different policies and regulations on businesses, government, and businesses.</p> <p data-bbox="698 748 1335 777">Establishing sources and contacts to use in future research</p> <p data-bbox="698 818 1429 847">Staying updated with international developments and public affairs</p>

Job Code	Job Title	Responsibilities
18062	Producer	<p data-bbox="696 188 1559 215">Commissioning Directors, Writers, and other crew members for the production</p> <p data-bbox="696 260 1189 287">Planning and assigning budget for production</p> <p data-bbox="696 331 1603 359">Approaching sponsors and partners to supplement the assigned production budget</p> <p data-bbox="696 403 1294 430">Establishing management and post-production policies</p> <p data-bbox="696 475 1352 502">Reviewing and approving production processes and changes</p> <p data-bbox="696 547 1458 574">Obtaining production rights for filming existing books, plays, or novels</p> <p data-bbox="696 619 1211 646">Determining production schedule and locations</p> <p data-bbox="696 691 1397 718">Writing and submitting production contracts to various agencies</p> <p data-bbox="696 762 1279 790">Reviewing and negotiating production contract terms</p> <p data-bbox="696 834 1245 861">Monitoring ongoing and post-production activities</p> <p data-bbox="696 906 1059 933">Analyzing scripts before shooting</p> <p data-bbox="696 978 1350 1005">Selecting large-scale and small-scale projects for production</p> <p data-bbox="696 1050 1111 1077">Checking final edited shots and videos</p> <p data-bbox="696 1121 1263 1149">Hiring and overseeing the training of crew members</p>

Job Code	Job Title	Responsibilities
18063	Product Copywriter	<p data-bbox="696 188 1339 215">Writing copies that offer clear descriptions of the products</p> <p data-bbox="696 260 1585 287">Planning and developing texts for marketing materials like banners and brochures</p> <p data-bbox="696 331 1688 359">Coordinating with Graphic Designers for creating graphics/illustrations for product features</p> <p data-bbox="696 403 1290 430">Creating email drafts for sales and marketing purposes</p> <p data-bbox="696 475 1464 502">Ensuring all copies created match the industry and company standards</p> <p data-bbox="696 547 1518 574">Conducting in-depth research about the product and market before writing</p> <p data-bbox="696 619 1191 646">Developing and promoting social media posts</p> <p data-bbox="696 691 1464 718">Referring to SEO principles and keywords to target particular audience</p> <p data-bbox="696 762 1379 790">Changing/updating product descriptions as and when required</p> <p data-bbox="696 834 1249 861">Writing copies for both online and offline channels</p> <p data-bbox="696 906 1594 933">Submitting copies to the Editor to check for language, grammar and overall appeal</p> <p data-bbox="696 978 1357 1005">Writing and submitting copies as per the assigned guidelines</p> <p data-bbox="696 1050 1464 1077">Staying up-to-date with the latest developments in the media industry</p>

Job Code	Job Title	Responsibilities
18064	Product Photographer	<p data-bbox="696 188 1301 215">Understanding the client's requirements and demands.</p> <p data-bbox="696 260 1473 287">Coming up with innovative and creative ideas for product photoshoots.</p> <p data-bbox="696 331 1099 359">Hiring Models as and when required.</p> <p data-bbox="696 403 1066 430">Arranging props and mannequins.</p> <p data-bbox="696 475 1216 502">Setting up the lighting and camera equipments.</p> <p data-bbox="696 547 1346 574">Selecting location of the shoot, indoors as well as outdoors.</p> <p data-bbox="696 619 999 646">Taking pictures of products.</p> <p data-bbox="696 691 1144 718">Editing pictures to make them attractive.</p> <p data-bbox="696 762 1256 790">Maintaining a proper database of the photographs.</p> <p data-bbox="696 834 1301 861">Presenting the pictures to the clients and stakeholders.</p> <p data-bbox="696 906 1059 933">Taking feedback from the clients.</p> <p data-bbox="696 978 1223 1005">Improvising on the pictures as per the feedback.</p> <p data-bbox="696 1050 1249 1077">Maintaining a healthy relationship with the clients.</p> <p data-bbox="696 1121 1133 1149">Working smoothly with the Art Director.</p>

Job Code	Job Title	Responsibilities
18065	Production Assistant	<p>Help the team with the arrangement of set props, lights, equipment, etc</p> <p>Help out Directors, Costume Designers, Camera Crew, and others with their tasks.</p> <p>Print and hand out daily paperwork, which includes call sheets, scripts, etc.</p> <p>Escort actors around the shooting locations and coordinate with the extras.</p> <p>Conduct proper techniques that help with crowd control by putting up signs, assisting pedestrians to stay away from the shoot sites, lock down sets, etc.</p> <p>Perform different administrative activities such as answer phones, write messages, etc</p> <p>Operate on the set as a runner who distributes items or messages within the film cast and crew.</p> <p>Undertake tasks as assigned.</p>
18066	Reporter	<p>Gather information and analyze, and verify newsworthiness.</p> <p>Assemble the findings into an authentic story.</p> <p>Write news and also deliver breaking news by keeping the reader's perspective in mind</p> <p>Investigate news or receive assignments. Make sure you check the authenticity of the news before you broadcast or publish it.</p> <p>Abide by journalism's codes and ethics.</p> <p>Conduct interviews and research their news sources.</p> <p>Maintain audio recordings and notes.</p> <p>Coordinate with producers, chief editor, fellow reporters regarding your assignments.</p> <p>Stay updated on the latest events in the 'beat' by attending events and studying newspapers and magazines etc.</p>

Job Code	Job Title	Responsibilities
18067	Set Designer	<p data-bbox="698 186 1760 215">Reading scripts, understanding production requirements, and designing rough sketches of the set</p> <p data-bbox="698 256 1218 285">Producing the set plan/drawings to the Director</p> <p data-bbox="698 327 1279 355">Determining the set costs based on the specifications</p> <p data-bbox="698 397 1391 426">Completing work on the set time schedule and assigned budget</p> <p data-bbox="698 467 1279 496">Attending rehearsals to check for any design changes</p> <p data-bbox="698 537 1541 566">Holding regular meetings with the construction companies and other vendors</p> <p data-bbox="698 608 1659 636">Collaborating with Costume Designers and Prop Artist to develop set as per specification</p> <p data-bbox="698 678 1211 707">Assigning tasks and supervising team members</p> <p data-bbox="698 748 1167 777">Developing and adhering to time schedules</p> <p data-bbox="698 818 1391 847">Checking inventory and placing orders for materials as required</p> <p data-bbox="698 888 1592 917">Researching different architectural styles and historical/cultural design references</p> <p data-bbox="698 959 1279 987">Communicating with set builders for set construction</p> <p data-bbox="698 1029 1435 1058">Selecting appropriate lighting, furniture, and other decorative items</p> <p data-bbox="698 1099 1402 1128">Negotiating with suppliers/vendors and providing cost estimates</p>

Job Code	Job Title	Responsibilities
18068	Singer	<p data-bbox="696 188 1088 215">Memorizing and learning song lyrics</p> <p data-bbox="696 260 1189 287">Rehearsing and recording songs in the studio</p> <p data-bbox="696 331 1644 359">Networking and collaborating with Song Writers, Music Producers, and Music Directors</p> <p data-bbox="696 403 920 430">Taking vocal training</p> <p data-bbox="696 475 1328 502">Performing at stage shows, live performances, and events</p> <p data-bbox="696 547 1794 574">Maintaining active social and digital media presence by giving interviews, podcasts, and photoshoots</p> <p data-bbox="696 619 1272 646">Arriving on time for rehearsals and jamming sessions</p> <p data-bbox="696 691 1232 718">Collaborating with other Singers for music videos</p> <p data-bbox="696 762 1267 790">Composing original songs and recording song covers</p> <p data-bbox="696 834 1339 861">Learning new musical instruments or a new genre of music</p> <p data-bbox="696 906 1238 933">Displaying a well-groomed personality at all times</p> <p data-bbox="696 978 1491 1005">Interacting with live audiences and fans at music and promotional events</p> <p data-bbox="696 1050 1348 1077">Taking direction from prompters during vocal presentations</p> <p data-bbox="696 1121 1559 1149">Applying the knowledge of voice modulation and rhythm while recording songs</p>

Job Code	Job Title	Responsibilities
18069	Songwriter	<p data-bbox="698 186 1146 215">Understanding the client's requirements.</p> <p data-bbox="698 260 1205 288">Researching ways to make the songs engaging.</p> <p data-bbox="698 333 1200 362">Knowing the song genres before commencing.</p> <p data-bbox="698 406 1267 435">Writing songs as per the specifications of the clients.</p> <p data-bbox="698 480 1574 509">Working in collaboration with Singer, Music Producer, and other team members.</p> <p data-bbox="698 553 1057 582">Taking feedback from the clients.</p> <p data-bbox="698 627 1227 655">Making changes in the song as per the feedback.</p> <p data-bbox="698 700 1117 729">Ensuring the song is free of plagiarism.</p> <p data-bbox="698 774 1111 802">Building relationships with the clients.</p> <p data-bbox="698 847 1220 876">Promoting your work on social media platforms.</p> <p data-bbox="698 920 1370 949">Generating innovative ideas and pitching them to new clients.</p> <p data-bbox="698 994 1191 1023">Attending music conferences and workshops.</p> <p data-bbox="698 1067 1323 1096">Staying abreast of the latest trends in the media industry.</p>

Job Code	Job Title	Responsibilities
18070	Sound Engineer	<p data-bbox="696 186 1624 215">Set up and test sound equipment before occasions, events, broadcasts or recordings.</p> <p data-bbox="696 256 1619 285">Record, edit, mix or reproduce musical recording with instruments, vocals and so on.</p> <p data-bbox="696 327 1377 355">Improve sound quality and add sound effects to all recordings.</p> <p data-bbox="696 397 1561 426">Collaborate with video editors to synchronize video with recorded soundtracks.</p> <p data-bbox="696 467 1267 496">Work smoothly with Sound Engineering Technicians.</p> <p data-bbox="696 537 1337 566">Play tracks with some special effects amidst live occasions.</p> <p data-bbox="696 608 1402 636">Work with lighting, cameraman and other co-workers efficiently.</p> <p data-bbox="696 678 1196 707">Create and manage sound and audio libraries.</p> <p data-bbox="696 748 1173 777">Resolve technical issues when they emerge.</p> <p data-bbox="696 818 1606 847">Follow details, guidelines, and instructions from executives, producers and so forth.</p>

Job Code	Job Title	Responsibilities
18071	Staff Writer	<p data-bbox="696 186 1581 215">Stay updated with the local, national and international affairs on day to day basis</p> <p data-bbox="696 260 1608 288">Conduct research on various topics and compile necessary content for our writeups</p> <p data-bbox="696 333 1167 362">Provide notes in written or electronic form</p> <p data-bbox="696 406 1912 435">Make sure your pieces are objective and accurate. Content should be written by keeping readers' needs in mind</p> <p data-bbox="696 480 1525 509">Reveal newsworthy stories. You can even plan a campaign around the same</p> <p data-bbox="696 553 1263 582">Build contacts and sources to use in future research</p> <p data-bbox="696 627 2024 655">Evaluate and interpret the data findings Interview the sources, witnesses etc. and contribute in creating engaging content</p> <p data-bbox="696 700 1290 729">Contribute to content idea generation for publications</p>

Job Code	Job Title	Responsibilities
18072	Stage Manager	<p data-bbox="696 188 1485 215">Managing setups and creating a proper rehearsal schedule for the team.</p> <p data-bbox="696 260 1402 287">Getting the stage ready with all props required for the rehearsal.</p> <p data-bbox="696 331 1305 359">Suggesting ideas and designs to the Costume Designers.</p> <p data-bbox="696 403 1525 430">Informing Designer about the costume changes and other necessary details.</p> <p data-bbox="696 475 1480 502">Managing all the administrative and logistical aspects of the production.</p> <p data-bbox="696 547 1413 574">Working with the Director and assisting him as and when needed.</p> <p data-bbox="696 619 1290 646">Ensuring the smooth running of the production house.</p> <p data-bbox="696 691 1283 718">Overseeing the sound along with the Sound Engineer.</p> <p data-bbox="696 762 1321 790">Managing the backstage chaos efficiently and effectively.</p> <p data-bbox="696 834 1417 861">Communicating with the crew members in a professional manner.</p> <p data-bbox="696 906 1554 933">Staying up to date with the latest techniques in the media production industry.</p>

Job Code	Job Title	Responsibilities
18073	Stagehand	<p>Setting up lights and other stage equipment</p> <p>Testing sound and audio quality</p> <p>Communicating with clients and understanding stage requirements</p> <p>Assisting with various backstage maintenance tasks</p> <p>Assembling and dismantling stage equipment before and after every event</p> <p>Undertaking set adjustments as and when required</p> <p>Clearing the stage area of any waste</p> <p>Helping in loading and unloading of stage equipment and props</p> <p>Constructing and painting structures or models required on stage</p> <p>Coordinating with the Stage Manager in ascertaining daily activities</p> <p>Installing scenery and other background images</p> <p>Coordinating with Electricians and Technicians to ascertain everything is in working order</p> <p>Setting up the stage for rehearsals and demo sessions</p> <p>Ensuring the equipment are stored properly and are in working order</p>

Job Code	Job Title	Responsibilities
18074	Studio Manager	<p data-bbox="698 186 1115 212">Overseeing the studio team members.</p> <p data-bbox="698 260 1205 285">Providing space and equipment for the clients.</p> <p data-bbox="698 333 1151 359">Scheduling calls and meeting with clients.</p> <p data-bbox="698 406 1406 432">Maximizing profits and providing excellent customer satisfaction.</p> <p data-bbox="698 480 1352 505">Supervising team members and overseeing daily operations.</p> <p data-bbox="698 553 1366 579">Performing administrative duties such as billing, invoices, etc.</p> <p data-bbox="698 627 1214 652">Installing and maintaining technical equipment.</p> <p data-bbox="698 700 1232 726">Troubleshooting and repairing studio equipment.</p> <p data-bbox="698 774 1182 799">Assisting in training the new team members.</p> <p data-bbox="698 847 1496 873">Working in collaboration with the Sound Engineers and other technicians.</p> <p data-bbox="698 920 1272 946">Ensuring the studio area is clean and tidy at all times.</p> <p data-bbox="698 994 1218 1019">Marketing the studio to find prospective clients.</p> <p data-bbox="698 1067 1236 1093">Maintaining a strong relationship with the clients.</p> <p data-bbox="698 1141 1258 1166">Leading recording sessions along with the Engineer.</p>

Job Code	Job Title	Responsibilities
18075	Tailor	<p data-bbox="698 186 1693 215">Discussing with the clients about altering and repairing garments as per their requirements</p> <p data-bbox="698 256 1397 285">Taking accurate measurements and make necessary calculations</p> <p data-bbox="698 327 1279 355">Attaching labels to various client's garment materials.</p> <p data-bbox="698 397 1574 426">Writing the client's design preferences and specifications in an accurate manner.</p> <p data-bbox="698 467 1626 496">Modifying garments using embellishments to enhance the appearance of the clothes.</p> <p data-bbox="698 537 1368 566">Repairing clothes of clients as per the conditions of garments.</p> <p data-bbox="698 608 1458 636">Creating garments according to design specifications and preferences.</p> <p data-bbox="698 678 1397 707">Providing proper bills to the clients for the creation of garments.</p> <p data-bbox="698 748 1509 777">Staying up to date with the various garment design ideas and latest trends.</p>

Job Code	Job Title	Responsibilities
18076	Technical Designer	<p>Analyzing and examining all the designs.</p> <p>Ensuring the project meets its deadlines.</p> <p>Making sure the garments meet the design specifications.</p> <p>Enhancing the design if required.</p> <p>Implementing changes and corrections in the design.</p> <p>Collaborating with the Designer, Manufactures, and Clients.</p> <p>Maintaining a healthy relationship with vendors and manufacturers.</p> <p>Overseeing tasks performed by the Design team.</p> <p>Performing administrative duties as and when required.</p> <p>Inspecting the final product and making sure there are no defects in them.</p> <p>Adhering to all the quality control requirements and standards.</p> <p>Staying up to date with the latest techniques in the development of garments</p>

Job Code	Job Title	Responsibilities
18077	Video Editor	<p>Capture high-quality photographs and videos</p> <p>Trim footage segments and combine the sequences of the film</p> <p>Make an overall video brand messaging strategy</p> <p>Prepare rough and final cuts for the videos</p> <p>Input effects, graphics, dialogues, and music into the videos to make them more visually appealing</p> <p>Insert music and necessary sound effects to the video clips</p> <p>Discover and implement new techniques and methods to maximize the company's efficiency</p> <p>Manage to work both on-site as well as off-site locations</p> <p>Collaborate with stakeholders from production to post-production process</p> <p>Monitor all technical aspects of recording and editing</p> <p>Work effectively with the team members</p>

Job Code	Job Title	Responsibilities
18078	Video Journalist	<p data-bbox="698 186 1592 215">Conducting in-depth research on the trendy and current topics before every video</p> <p data-bbox="698 256 1227 285">Planning and developing various video segments</p> <p data-bbox="698 327 1061 355">Shooting and selecting best shots</p> <p data-bbox="698 397 1193 426">Determining the location for video interviews</p> <p data-bbox="698 467 1193 496">Interviewing people associated with the story</p> <p data-bbox="698 537 1377 566">Checking the sound and image quality of the recorded footage</p> <p data-bbox="698 608 1122 636">Including texts in the recorded footage</p> <p data-bbox="698 678 1008 707">Deleting unwanted footages</p> <p data-bbox="698 748 1294 777">Uploading and maintaining a folder with daily footages</p> <p data-bbox="698 818 1285 847">Investigating and compiling data from various sources</p> <p data-bbox="698 888 1180 917">Checking the authenticity of various sources</p> <p data-bbox="698 959 1256 987">Assisting Reporters to various events and functions</p> <p data-bbox="698 1029 1449 1058">Adhering to the reporting norms and practices when covering stories</p>

Job Code	Job Title	Responsibilities
18079	Video Producer	<p>Understanding the requirements of the video.</p> <p>Planning concepts and stories for video production.</p> <p>Finding and booking venues.</p> <p>Preparing the production schedules.</p> <p>Using artistic elements to communicate the information.</p> <p>Selecting appropriate camera, audio, and lighting equipment.</p> <p>Arranging transportation for crews and equipment.</p> <p>Creating static and motion graphics.</p> <p>Hiring new team members such as Editors, Actors, Videographers, and others.</p> <p>Handling the overall budget.</p> <p>Working in collaboration with other members of the company.</p> <p>Reviewing the final video and editing them as per the requirements.</p> <p>Supervising the direction, voice-over, photographers, etc., in the video-making process.</p> <p>Maintaining the video equipment on a regular basis.</p>

Job Code	Job Title	Responsibilities
18080	Videographer	<p>Planning and filming live events, short films and ad shoots</p> <p>Ensuring all filming equipment is ready and in proper working order</p> <p>Directing and assigning tasks to Camera Operators and Lighting Technicians</p> <p>Undertaking minor editing of film footages in the case of smaller productions</p> <p>Understanding client briefs, offering creative feedback and providing an estimated filming budget</p> <p>Discussing ideas with the Creative team prior to filming</p> <p>Coordinating and assisting Wedding Videographers and small production houses in filming bridal shoots, promotional campaigns videos, wedding videos, etc.</p> <p>Ensuring filming in proper lighting and audio clarity with perfect lens choice</p> <p>Providing creative direction when inserting captions, graphics, special effects and video texts especially for advertising products</p> <p>Contacting and negotiating with suppliers for equipment, products and services</p> <p>Troubleshooting minor technical issues with the video camera</p> <p>Ensuring consistency in filming from start to finish</p> <p>Cleaning and disassembling hardware such as tripod, lighting and gimbal</p>

Job Code	Job Title	Responsibilities
18081	Web Editor	<p>Research, write, publish and manage high-quality content inventively.</p> <p>Establish relationships with customers and colleagues to settle on new posts.</p> <p>Work closely with the team members that are Web Designers and Developers.</p> <p>Oversee visual layout of content including images, graphics, designs, videos, and artwork</p> <p>Edit, proofread and propose improvements to written composed content.</p> <p>Work in a multidisciplinary group of Marketing Administrators and Photographers to enhance article presentation.</p> <p>Ensure the content is up-to-date and adheres to SEO guidelines.</p> <p>Utilize our Social Media pages for a better presence.</p> <p>Comply with copyright and privacy regulations and controls.</p> <p>Determine and track important KPIs</p> <p>Track and analyze website traffic to gauge prominence.</p> <p>Stay informed with new trends in web technology.</p>

Job Code	Job Title	Responsibilities
18082	YouTuber	<p data-bbox="698 186 1106 215">Preparing video publishing schedules.</p> <p data-bbox="698 260 1025 288">Researching on various topics.</p> <p data-bbox="698 333 1189 362">Writing attractive and engaging video scripts.</p> <p data-bbox="698 406 1274 435">Creating video content as per the planned schedules.</p> <p data-bbox="698 480 1077 509">Recording voice over for the video.</p> <p data-bbox="698 553 1211 582">Editing the videos using video editing software.</p> <p data-bbox="698 627 1256 655">Building a healthy relationship with the subscribers.</p> <p data-bbox="698 700 1200 729">Replying to the comments in a timely manner.</p> <p data-bbox="698 774 1003 802">Promoting videos if needed.</p> <p data-bbox="698 847 1223 876">Brainstorming topics along with team members.</p> <p data-bbox="698 920 1189 949">Notifying the subscribers of any video delays.</p> <p data-bbox="698 994 1350 1023">Attending workshops and conferences concerning YouTube.</p>

Job Code	Job Title	Responsibilities
19001	Clinical Pharmacist	<p data-bbox="696 188 1509 215">Developing clinical pharmacy programs as per the regulations and policies.</p> <p data-bbox="696 260 1529 287">Reviewing patient records to determine the accuracy of medication therapy.</p> <p data-bbox="696 331 1279 359">Communicating with nursing and other medical staff.</p> <p data-bbox="696 403 1529 430">Evaluating the patient's condition to ensure all issues are being treated well.</p> <p data-bbox="696 475 1682 502">Determining the untreated health issues and referring patients to appropriate consultants.</p> <p data-bbox="696 547 1223 574">Consulting medication substances, dosages, etc.</p> <p data-bbox="696 619 1267 646">Evaluating the results of pharmaceutical treatments.</p> <p data-bbox="696 691 1402 718">Keeping the record of patient progress and his medication plans.</p>

Job Code	Job Title	Responsibilities
19002	Pharmaceuticals Sales Representative	<p data-bbox="696 188 1603 215">Assess the client's requirements and present them with suitable products/services.</p> <p data-bbox="696 260 1765 287">Persuade the targeted physicians to prescribe certain products by utilizing your expert sales traits.</p> <p data-bbox="696 331 1429 359">Provide accurate product information and deliver product samples.</p> <p data-bbox="696 403 2011 430">Increase the visibility and awareness of the company's medical and pharmaceutical products and maximize sales growth.</p> <p data-bbox="696 475 1594 502">Attend sales meetings, training sessions, conference calls, and symposium circuits.</p> <p data-bbox="696 547 1393 574">Work in collaboration with the sales team to develop strategies.</p> <p data-bbox="696 619 1644 646">Implement brand strategies to make sure a consistent marketing message is conveyed.</p> <p data-bbox="696 691 1527 718">Keep accurate records and documentation for reporting as well as feedback.</p> <p data-bbox="696 762 2024 790">Build a sound relationship with the medical representatives to influence the target groups in the decision-making process.</p> <p data-bbox="696 834 1155 861">Perform an accurate cost-benefit analysis.</p> <p data-bbox="696 906 1666 933">Monitor as well as analyze the market conditions to identify the competitive advantages.</p>

Job Code	Job Title	Responsibilities
19003	Pharmacist	<p data-bbox="696 188 1834 215">Fill prescriptions, verify instructions from doctors on the proper amounts of medicine to give to patients.</p> <p data-bbox="696 260 1563 287">Review prescription medications by checking their legality and appropriateness.</p> <p data-bbox="696 331 1756 359">Organize the pharmacy efficiently to make the identification of the medications faster and easier.</p> <p data-bbox="696 403 1503 430">Dispense medications by packaging and labeling pharmaceutical products.</p> <p data-bbox="696 475 1574 502">Monitor patient compliance and to limit excessive usage or harmful interactions.</p> <p data-bbox="696 547 2027 574">Help patients by providing them appropriate solutions and information they are looking for based on prescribed medicine.</p> <p data-bbox="696 619 1727 646">Provide assistance with other medical services like temperature measurements, injections, etc.</p> <p data-bbox="696 691 1682 718">Recommend medications to give to patients and oversee the dosage of those medications.</p> <p data-bbox="696 762 1541 790">Supervise the duties of pharmacy technicians and pharmacists under training.</p> <p data-bbox="696 834 1456 861">Educate health care practitioners about correct medication therapies.</p> <p data-bbox="696 906 1456 933">Keep a record of the patient's history and update it on a regular basis.</p> <p data-bbox="696 978 1391 1005">Comply well with all the legal regulations, rules and procedures.</p>

Job Code	Job Title	Responsibilities
19004	Pharmacy Technician	<p>Counting prescriptions, filling prescriptions, and typing and attaching medication names.</p> <p>Performing all administrative tasks of the pharmacy.</p> <p>Resolving the queries of customers, for example, rejected insurance claims.</p> <p>Deciding upon the best supplements and medications as per the prescription medication.</p> <p>Counting the medications before handing them over to the customers.</p> <p>Answering questions of the patients in regards to the dosage of medications.</p> <p>Making sure all medications are correctly prescribed to the patients.</p> <p>Monitoring the inventory and managing the entire stock on the computer system.</p> <p>Compiling with all quality standards and security measures.</p>

Job Code	Job Title	Responsibilities
20001	Assembler	<p data-bbox="696 188 1771 215">Read blueprints to follow the instructions and comprehend the information provided in blueprints.</p> <p data-bbox="696 260 1267 287">Assemble the parts by reading the manual provided.</p> <p data-bbox="696 331 1608 359">Gather all types of equipment and raw materials required for the assembly process.</p> <p data-bbox="696 403 1449 430">Ensure the highest quality by evaluating the output on a timely basis.</p> <p data-bbox="696 475 1379 502">Record the time required for production and production costs.</p> <p data-bbox="696 547 1395 574">Determine the faults and defects in the manufactured products.</p> <p data-bbox="696 619 1413 646">Determine the potential risks and take measures to resolve them.</p> <p data-bbox="696 691 1370 718">Conduct the tasks on the assembly line as and when required.</p> <p data-bbox="696 762 2018 790">Maintain the efficiency of the machine. In case of any issues or problems, report to the higher management immediately.</p> <p data-bbox="696 834 1478 861">Modify the components according to measurements and specifications.</p> <p data-bbox="696 906 1294 933">Manage and maintain inventory of raw materials used.</p> <p data-bbox="696 978 1413 1005">Work in a team and maintain healthy relations with subordinates.</p> <p data-bbox="696 1050 1554 1077">Maintain a clean and safe working environment by applying safety procedures.</p>

Job Code	Job Title	Responsibilities
20002	Associate Product Manager	<p data-bbox="696 188 1137 217">Researching and gathering product data</p> <p data-bbox="696 260 1328 288">Conducting web analytics to understand consumer trends</p> <p data-bbox="696 331 1335 360">Reviewing product features and suggesting improvements</p> <p data-bbox="696 403 1608 432">Coordinating with the Product Manager to determine business goals and objectives</p> <p data-bbox="696 475 1565 504">Preparing reports on the project status and presenting the same when required</p> <p data-bbox="696 547 1856 576">Communicating with the Marketing department to develop strategies to promote the company's products</p> <p data-bbox="696 619 1422 647">Gathering consumer feedback by conducting research and surveys</p> <p data-bbox="696 691 1193 719">Assisting in performing quality control checks</p> <p data-bbox="696 762 1151 791">Analyzing market trends and competition</p> <p data-bbox="696 834 1350 863">Overseeing the production process and managing deadlines</p> <p data-bbox="696 906 1592 935">Determining the raw materials and workforce required for the production process</p>

Job Code	Job Title	Responsibilities
20003	Bookbinder	<p data-bbox="696 188 1800 215">Meeting and discussing binding requirements and timelines with clients, book designers, and printers</p> <p data-bbox="696 260 1469 287">Cutting and binding papers/book covers according to the specifications</p> <p data-bbox="696 331 1675 359">Using hand and machine cutting tools like carpenter's square, steel ruler, and folding stick</p> <p data-bbox="696 403 1182 430">Binding books using paper, cloth, and thread</p> <p data-bbox="696 475 1400 502">Putting together components of the book by gluing and stitching</p> <p data-bbox="696 547 1115 574">Trimming book edges for a clean finish</p> <p data-bbox="696 619 1346 646">Embossing designs, letters, and numbers on the book cover</p> <p data-bbox="696 691 1223 718">Undertaking special bindings for limited editions</p> <p data-bbox="696 762 1234 790">Attaching and gluing endpapers to the book body</p> <p data-bbox="696 834 1037 861">Colouring signatures and edges</p> <p data-bbox="696 906 1240 933">Laying the finished books for drying into the press</p> <p data-bbox="696 978 1088 1005">Weighing the books before shipping</p> <p data-bbox="696 1050 1072 1077">Stacking books ready for shipment</p> <p data-bbox="696 1121 1339 1149">Repairing, restoring, and rebinding damaged and old books</p>

Job Code	Job Title	Responsibilities
20004	CNC Operator	<p data-bbox="696 186 1720 215">Prepare and manage CNC machines to perform activities such as milling, grinding, drilling, etc.</p> <p data-bbox="696 256 2040 320">Understand the vital specifications of tasks at hand and obtain the desired reference point by reading mechanical drawings, blueprints, etc.</p> <p data-bbox="696 363 1995 392">Translate all the vital instructions into computer commands so that the machines can perform the accurate functioning</p> <p data-bbox="696 435 1480 464">Prepare and also load raw materials along with parts onto the machines</p> <p data-bbox="696 507 1666 536">Prepare a test run to ensure the finished piece generate outputs as per the specifications</p> <p data-bbox="696 579 1722 608">Set the machines accurately to complete full cycle that helps fabricate a large number of parts</p> <p data-bbox="696 651 1868 679">Administer the machines as they execute the task and make viably adjustable to generate better outcomes.</p> <p data-bbox="696 722 2011 786">Examine and measure finished products and also compare them with requirements to determine if the process has been completed accurately</p> <p data-bbox="696 829 1823 858">Administer and maintain machinery regularly to ensure the utmost functionality using safety standards.</p>

Job Code	Job Title	Responsibilities
20005	Fabricator	<p data-bbox="696 186 1373 215">Understanding the customer requirements and specifications.</p> <p data-bbox="696 260 1451 288">Determining the tools and materials needed to develop components.</p> <p data-bbox="696 331 1245 360">Preparing prototype based on the designer's plan.</p> <p data-bbox="696 403 1133 432">Creating the components and products.</p> <p data-bbox="696 475 1440 504">Using special machinery and hand tools for developing components.</p> <p data-bbox="696 547 1361 576">Conducting quality assurance procedures on all components.</p> <p data-bbox="696 619 1160 647">Examining and interpreting the blueprints.</p> <p data-bbox="696 691 1115 719">Enhancing the manufacturing process.</p> <p data-bbox="696 762 1205 791">Reporting production errors to the Supervisor.</p> <p data-bbox="696 834 1346 863">Making alternation to the component to fit in the products.</p> <p data-bbox="696 906 1290 935">Repairing components and remaking certain products.</p> <p data-bbox="696 978 1283 1007">Working closely with the Product Development team.</p> <p data-bbox="696 1050 1357 1078">Providing necessary inputs during the development process.</p> <p data-bbox="696 1121 1227 1150">Troubleshooting malfunctioning of the products.</p>

Job Code	Job Title	Responsibilities
20006	Machine Operator	<p data-bbox="698 186 1294 215">Prepare machines for the start of the production cycle.</p> <p data-bbox="698 256 1373 285">Read blueprints for a detailed understanding of the machines.</p> <p data-bbox="698 327 1462 355">Clean and check the parts of the machinery before starting a machine.</p> <p data-bbox="698 397 1137 426">Control and adjust the machine settings.</p> <p data-bbox="698 467 1720 496">Inspect various parts of machinery through measuring tools such as vernier caliper and scales.</p> <p data-bbox="698 537 1626 566">Troubleshoot any issues that occur in the functioning of the machine during the shift.</p> <p data-bbox="698 608 1547 636">Determine potential issues in the machinery and report them to the Manager.</p> <p data-bbox="698 678 1644 707">Conduct quality checks on a daily basis. Ensure the quality functioning of the machines.</p> <p data-bbox="698 748 938 777">Maintain activity logs.</p> <p data-bbox="698 818 1182 847">Maintain detailed records of defective units.</p> <p data-bbox="698 888 1137 917">Analyze machine operations and output.</p>

Job Code	Job Title	Responsibilities
20007	Machinist	<p data-bbox="696 186 1592 215">Review, samples, drawing or instructions that understand specifications of output</p> <p data-bbox="696 256 1429 285">Plan the sequence of necessary actions for the completion of a job.</p> <p data-bbox="696 327 1451 355">Take proper measurements and mark material for cutting or shaping.</p> <p data-bbox="696 397 1839 426">Select suitable machines, for instance, tools and machines lathes and position or load materials for a job.</p> <p data-bbox="696 467 1536 496">Perform regular machine maintenance and also repair minor damages, if any</p> <p data-bbox="696 537 1697 566">Keep records of defective and approved units along with final output to ensure consistency.</p> <p data-bbox="696 608 1507 636">Check output to ensure uniformity with specifications and discard defects.</p> <p data-bbox="696 678 1462 707">Determine and also program machine's speed and size of batches, etc</p> <p data-bbox="696 748 1928 777">Monitor the machines while working to adjust the feed, maintain proper temperature and also identify problems</p>

Job Code	Job Title	Responsibilities
20008	Manager of Quality Assurance	<p data-bbox="696 188 1518 215">Develop procedures to inspect and report day to day quality-related issues.</p> <p data-bbox="696 260 1357 287">Monitor all operations that in any way affect product quality</p> <p data-bbox="696 331 1368 359">Administer and guide technicians, inspectors, and other staff.</p> <p data-bbox="696 403 1787 430">Assure the consistency and reliability of production by checking the operations and the final output.</p> <p data-bbox="696 475 1641 502">Evaluate customers' requirements and ensure they are satisfied with the end products</p> <p data-bbox="696 547 1742 574">Report all malfunctions to the Production Executives to make sure they take immediate actions.</p> <p data-bbox="696 619 1473 646">Facilitate a proactive approach by collecting and analyzing quality data.</p> <p data-bbox="696 691 1391 718">Review current policies and standards of production processes.</p> <p data-bbox="696 762 1648 790">Keep records of statistical reviews, quality reports, and relevant quality documentation</p> <p data-bbox="696 834 1081 861">Make sure all the legalities are met</p> <p data-bbox="696 906 1615 933">Communicate well with external quality assurance teams during on-site inspections.</p>

Job Code	Job Title	Responsibilities
20009	Manufacturing Engineer	<p data-bbox="698 186 1451 215">Planning, designing, and implementing new manufacturing processes</p> <p data-bbox="698 260 1507 288">Assisting in the purchase of new equipment and manufacturing machinery</p> <p data-bbox="698 333 1554 362">Ensuring that the equipment is in working order and undertaking minor repairs</p> <p data-bbox="698 406 1279 435">Investigating any issues in the manufacturing process</p> <p data-bbox="698 480 1697 509">Suggesting improvement measures to maximize the efficiency of the manufacturing process</p> <p data-bbox="698 553 1279 582">Supervising and assigning tasks to the team members</p> <p data-bbox="698 627 1397 655">Managing budget and maintaining a detailed record of the same</p> <p data-bbox="698 700 1245 729">Scheduling machinery maintenance appointments</p> <p data-bbox="698 774 1375 802">Coordinating with the Production team for project completion</p> <p data-bbox="698 847 1547 876">Ensuring that the manufacturing process meets industry and quality standards</p> <p data-bbox="698 920 1084 949">Examining machinery requirements</p> <p data-bbox="698 994 1279 1023">Optimizing production and manufacturing operations</p> <p data-bbox="698 1067 1227 1096">Reporting any delays to the Production Manager</p> <p data-bbox="698 1141 1048 1169">Suggesting cost-saving methods</p>

Job Code	Job Title	Responsibilities
20010	Manufacturing Technician	<p data-bbox="698 186 1688 215">Testing new products and prototypes for quality, functionality, and customer specifications</p> <p data-bbox="698 260 1599 288">Inspecting machinery and production equipment and troubleshooting minor errors</p> <p data-bbox="698 333 1417 362">Collecting and separating waste based on its hazardous properties</p> <p data-bbox="698 406 1335 435">Monitoring product process and suggesting improvements</p> <p data-bbox="698 480 1173 509">Preparing materials required for production</p> <p data-bbox="698 553 1785 582">Setting up the production equipment and assisting the Machine Operator in handling the machinery</p> <p data-bbox="698 627 1171 655">Maintaining a record of the production logs</p> <p data-bbox="698 700 1173 729">Gathering necessary production documents</p> <p data-bbox="698 774 1200 802">Adhering to the specified production schedule</p> <p data-bbox="698 847 1218 876">Conducting training sessions for team members</p>

Job Code	Job Title	Responsibilities
20011	Mechanic	<p>Repair and service mechanical equipments.</p> <p>Adjust and repair various types of equipment or parts of machines that work on the basis of mechanical principles.</p> <p>Control the mechanisms and operate machines.</p> <p>Review the machines on a weekly basis to identify defects and errors.</p> <p>Schedule the maintenance work on a weekly basis and ensure preventive maintenance practices are carried out.</p> <p>Install and position moving materials required for repair using your physical strength.</p> <p>Perform general physical activities such as lifting and moving heavy objects.</p> <p>Coordinate with management and subordinates to work in a team.</p> <p>Observe and receive information regarding any issue through reliable sources.</p> <p>Evaluate the results and determine the best solution for future occurring problems.</p> <p>Think and create new ways to solve the issues.</p> <p>Prepare a budget costing for a repair or installation of a machine and report to the management.</p> <p>Research about the best machinery available to carry out certain tasks and refer the same to the higher management.</p>

Job Code	Job Title	Responsibilities
20012	Process Manager	<p data-bbox="696 185 1361 220">Analyzing and improving the efficiency of business processes</p> <p data-bbox="696 256 1279 292">Evaluating the effectiveness of established processes</p> <p data-bbox="696 328 1249 363">Developing improvement measures and strategies</p> <p data-bbox="696 400 1397 435">Implementing changes upon consulting the Senior Management</p> <p data-bbox="696 472 1245 507">Updating and maintaining process documentation</p> <p data-bbox="696 544 1070 579">Conducting regular process audits</p> <p data-bbox="696 616 1711 651">Coordinating with the Marketing and Sales team to understand business objectives and goals</p> <p data-bbox="696 687 1379 722">Identifying and resolving any glitches in the ongoing processes</p> <p data-bbox="696 759 1281 794">Preparing and presenting detailed production reports</p> <p data-bbox="696 831 1279 866">Overseeing proper implementation of new processes</p> <p data-bbox="696 903 1357 938">Ensuring all processes are in line with the industry standards</p> <p data-bbox="696 975 1323 1010">Conducting in-depth analysis of process data and metrics</p> <p data-bbox="696 1046 1323 1082">Arranging training sessions and workshops for employees</p> <p data-bbox="696 1118 1223 1153">Developing action plans to improve productivity</p>

Job Code	Job Title	Responsibilities
20013	Production Associate	<p data-bbox="698 186 1532 215">Performing daily production tasks adhering to the SOPs and safety standards</p> <p data-bbox="698 256 1308 285">Undertaking quality control checks for finished products</p> <p data-bbox="698 327 1102 355">Guiding and training other associates</p> <p data-bbox="698 397 1644 426">Coordinating with the Production Manager and Production Supervisor on a timely basis</p> <p data-bbox="698 467 1491 496">Identifying any serious issues and reporting it to the Senior Management</p> <p data-bbox="698 537 1395 566">Attending workshops and training for professional development</p> <p data-bbox="698 608 1173 636">Completing the daily assigned tasks on time</p> <p data-bbox="698 678 1254 707">Ensuring that the workspace is clean and organized</p> <p data-bbox="698 748 1111 777">Resolving any minor technical glitches</p> <p data-bbox="698 818 1648 847">Arranging to offer clients finished products as per their requirements and specifications</p> <p data-bbox="698 888 1160 917">Maintaining an accurate record of all tasks</p> <p data-bbox="698 959 1263 987">Assisting in production plan and budget preparation</p> <p data-bbox="698 1029 1361 1058">Addressing customer complaints promptly and professionally</p> <p data-bbox="698 1099 1279 1128">Developing and implementing corrective action plans</p>

Job Code	Job Title	Responsibilities
20014	Production Manager	<p>Coordinate with other managers to formulate objectives and understand the requirements better</p> <p>Prepare budgets and estimate the production costs</p> <p>Organize the workflow to meet specifications and deadlines</p> <p>Resolve issues and monitor production processes</p> <p>Administer and evaluate the performance of production personnel</p> <p>Approve the purchase of equipment, maintenance work etc.</p> <p>Determine the amount of necessary resources (raw materials, workforce etc)</p> <p>Ensure outputs meet the required quality standards</p> <p>Report issues, if any, to upper management</p> <p>Ensure safety and health precautions are being followed regularly</p>

Job Code	Job Title	Responsibilities
20015	Production Planner	<p data-bbox="698 186 1800 215">Coordinate production workflow for the products with Production Manager and higher management.</p> <p data-bbox="698 256 1361 285">Plan operations to make sure more work is done in less time.</p> <p data-bbox="698 327 1128 355">Ensure the profitability of the products.</p> <p data-bbox="698 397 1552 426">Coordinate with other departments to determine the demand for the product.</p> <p data-bbox="698 467 1753 496">Determine the raw materials and manufacturing equipment required for the production process.</p> <p data-bbox="698 537 1341 566">Schedule shifts and labor according to production demand.</p> <p data-bbox="698 608 1545 636">Troubleshoot the problems that occurred and take measures to resolve them.</p> <p data-bbox="698 678 1469 707">Maintain records and documentation of the entire production process.</p> <p data-bbox="698 748 1671 777">Manage the production process and make sure the final product meets quality standards.</p> <p data-bbox="698 818 1411 847">Ensure the final product is according to customer's requirements.</p> <p data-bbox="698 888 1561 917">Collaborate with the other members of the team for feedback post-production.</p> <p data-bbox="698 959 1541 987">Keep yourself updated about the latest market trends and consumer demand</p>

Job Code	Job Title	Responsibilities
20016	Production Supervisor	<p data-bbox="696 186 1570 215">Propose and execute the production schedule according to the delivery timeline</p> <p data-bbox="696 256 1391 285">Enforce and ensure compliance of procedural code and policies.</p> <p data-bbox="696 327 1767 355">Provide the required number of staff and resources, and the accuracy of the product specification.</p> <p data-bbox="696 397 1391 426">Document and review inventory along with production records.</p> <p data-bbox="696 467 1359 496">Enforce and oversee safety measurements according to SOP.</p> <p data-bbox="696 537 1583 566">Monitor the production process from start till the end and ensure timely delivery.</p> <p data-bbox="696 608 1339 636">Keep a healthy working relationship among staff members.</p> <p data-bbox="696 678 1928 707">Identify and investigate the manufacturing or operational issues quickly and recommend an effective action plan.</p> <p data-bbox="696 748 1155 777">Personnel training to the Production team</p>

Job Code	Job Title	Responsibilities
20017	Production Worker	<p data-bbox="698 186 1395 215">Adhering to the company's production standards and guidelines</p> <p data-bbox="698 256 1624 285">Ensuring the work station is clean at all time and free from any hazardous substances</p> <p data-bbox="698 327 1240 355">Assembling raw materials required for production</p> <p data-bbox="698 397 1070 426">Finalizing on the finished products</p> <p data-bbox="698 467 1346 496">Packaging and getting finished products ready for shipment</p> <p data-bbox="698 537 1366 566">Operating and maintaining production equipment/machinery</p> <p data-bbox="698 608 1615 636">Checking for any defects in the production equipment and rectifying any minor ones</p> <p data-bbox="698 678 1534 707">Completing monthly/yearly production targets set by the Production Planner</p> <p data-bbox="698 748 1704 777">Coordinating and reporting any issues to the Production Manager and Production Supervisor</p> <p data-bbox="698 818 1151 847">Monitoring the entire production process</p> <p data-bbox="698 888 1249 917">Inspecting the finished products for quality control</p> <p data-bbox="698 959 1169 987">Stacking all raw materials in the warehouse</p> <p data-bbox="698 1029 1164 1058">Using lifting machinery for heavy materials</p> <p data-bbox="698 1099 1420 1128">Checking the stock on a regular basis and report any discrepancies</p>

Job Code	Job Title	Responsibilities
20018	QA Technician	<p data-bbox="696 186 1115 215">Developing test plans and procedures.</p> <p data-bbox="696 256 1070 285">Examining products and materials.</p> <p data-bbox="696 327 1086 355">Writing test scripts and procedures.</p> <p data-bbox="696 397 1039 426">Performing regular inspections.</p> <p data-bbox="696 467 1395 496">Verifying all equipment and machinery are functioning properly.</p> <p data-bbox="696 537 1106 566">Ensuring the safety of the employees.</p> <p data-bbox="696 608 1256 636">Making sure that quality control standards are met.</p> <p data-bbox="696 678 1144 707">Reducing wastage and optimizing profits.</p> <p data-bbox="696 748 1173 777">Revising and upgrading old test procedures.</p> <p data-bbox="696 818 1050 847">Improving production efficiency.</p> <p data-bbox="696 888 1245 917">Performing automated and manual quality checks.</p> <p data-bbox="696 959 1404 987">Maintaining and calibrating testing different types of equipment.</p> <p data-bbox="696 1029 1090 1058">Identifying production irregularities.</p> <p data-bbox="696 1099 1207 1128">Performing duties related to quality assurance.</p>

Job Code	Job Title	Responsibilities
20019	Quality Coordinator	<p data-bbox="698 186 1196 215">Implementing quality improvement strategies</p> <p data-bbox="698 260 1189 288">Documenting various quality control policies.</p> <p data-bbox="698 333 1043 362">Setting the organization's goals.</p> <p data-bbox="698 406 1346 435">Examining raw materials and finding defects in them, if any.</p> <p data-bbox="698 480 1162 509">Suggesting improvements in the materials.</p> <p data-bbox="698 553 1290 582">Monitoring all the product processors and procedures.</p> <p data-bbox="698 627 1090 655">Performing quality checks and tests.</p> <p data-bbox="698 700 1214 729">Analyzing statistical data as and when required.</p> <p data-bbox="698 774 1335 802">Experimenting with products to determine their durability.</p> <p data-bbox="698 847 1397 876">Reporting all the quality control tests in comprehensible reports.</p> <p data-bbox="698 920 1072 949">Performing quality controls audits.</p> <p data-bbox="698 994 1122 1023">Resolving any issues and discrepancies.</p> <p data-bbox="698 1067 1240 1096">Working in collaboration with the team members.</p> <p data-bbox="698 1141 1326 1169">Complying with the rules and regulations of the company.</p>

Job Code	Job Title	Responsibilities
20020	Quality Inspector	<p data-bbox="696 186 1883 215">Inspect and scrutinize each step involved in the manufacturing process according to organizational standards</p> <p data-bbox="696 256 2056 285">Approve and confirm specifications of incoming materials and reject them in the case they don't meet the required standard</p> <p data-bbox="696 327 1184 355">Check the procured raw materials for quality</p> <p data-bbox="696 397 1576 426">Monitor in-process operations and recommend adjustments as per requirement.</p> <p data-bbox="696 467 1715 496">Inspect procedures and ensure that they follow the standard safety and healthcare guidelines</p> <p data-bbox="696 537 1357 566">Identify critical problems and troubleshoot them accordingly</p> <p data-bbox="696 608 1352 636">Approve the finished product in lines with the set standards.</p> <p data-bbox="696 678 1733 707">Report the number of defective products manufactured and maintain an inventory of the same</p> <p data-bbox="696 748 1626 777">Document and report non-conformance and ensure continuous quality improvement</p>

Job Code	Job Title	Responsibilities
20021	Quality Manager	<p>Understand customer needs and quality requirements beforehand.</p> <p>Set standards for the products and maintain the quality of the product.</p> <p>Develop effective quality control procedures.</p> <p>Ensure the requirements of the customers are fulfilled.</p> <p>Ensure all the legal requirements and legal procedures are being followed.</p> <p>Determine ways to increase production and its efficiency.</p> <p>Determine the requirement of raw material from the suppliers.</p> <p>Check the detailed report before approving or rejecting any material.</p> <p>Ensure that the products fulfill customer expectations.</p> <p>Guide and supervise the technicians as well as the junior staff.</p> <p>Make suggestions for improvement in quality standards.</p> <p>Seek feedback from customers and ensure complete customer satisfaction.</p> <p>Provide financial analysis for the production and quality management of a product.</p> <p>Follow all the legal procedures and make sure the staff is also following the same</p>

Job Code	Job Title	Responsibilities
21001	Apartment Maintenance Technician	<p data-bbox="696 188 1294 215">Cleaning and oiling doorknobs, gates, locks, and hinges</p> <p data-bbox="696 260 1312 287">Examining and replacing broken wooden or carpet floors</p> <p data-bbox="696 331 1122 359">Repairing showers, bathtubs, and sinks</p> <p data-bbox="696 403 1155 430">Unclogging internal and external pipelines</p> <p data-bbox="696 475 1261 502">Ensuring all switches and plugs are in working order</p> <p data-bbox="696 547 1352 574">Scrapping old paints and making the walls ready for painting</p> <p data-bbox="696 619 1317 646">Clearing the apartment and the compound of any wastes</p> <p data-bbox="696 691 1626 718">Checking inventory and placing orders for maintenance supplies as and when needed</p> <p data-bbox="696 762 1807 790">Ensuring that the apartment/building is equipped with emergency exits, fire extinguishers, and alarms</p> <p data-bbox="696 834 1509 861">Assisting clients in unlocking apartments during the loss of apartment keys</p> <p data-bbox="696 906 1196 933">Scheduling maintenance and technical repairs</p> <p data-bbox="696 978 1173 1005">Addressing any clients maintenance queries</p> <p data-bbox="696 1050 1637 1077">Examining the apartment for any damages after tenants move out and fixing the same</p> <p data-bbox="696 1121 1330 1149">Maintaining a documentation of all maintenance activities</p>

Job Code	Job Title	Responsibilities
21002	Apartment Manager	<p data-bbox="698 186 1048 215">Preparing a proper budget plan.</p> <p data-bbox="698 256 1234 285">Preparing advertisements for vacant apartments.</p> <p data-bbox="698 327 1227 355">Ensuring the complex amenities work efficiently.</p> <p data-bbox="698 397 1155 426">Completing lease agreements paperwork.</p> <p data-bbox="698 467 1055 496">Collecting rent from the tenants.</p> <p data-bbox="698 537 1061 566">Meeting the prospective tenants.</p> <p data-bbox="698 608 981 636">Resolving conflicts, if any.</p> <p data-bbox="698 678 1223 707">Following up with unpaid rent from the tenants.</p> <p data-bbox="698 748 1296 777">Taking insurance plans and coverage of the apartment.</p> <p data-bbox="698 818 1341 847">Performing background checks on the prospective tenants.</p> <p data-bbox="698 888 1088 917">Reporting any apartment problems.</p> <p data-bbox="698 959 1182 987">Performing apartment inspections regularly.</p> <p data-bbox="698 1029 1350 1058">Maintaining the apartment and its premises neat and clean.</p> <p data-bbox="698 1099 1368 1128">Reporting to the Security Manager for any suspicious activity.</p>

Job Code	Job Title	Responsibilities
21003	Assistant Property Manager	<p data-bbox="698 186 1111 215">Preparing property viewing schedules</p> <p data-bbox="698 256 1171 285">Giving property tours to prospective clients</p> <p data-bbox="698 327 1263 355">Understanding the property requirements of clients</p> <p data-bbox="698 397 1335 426">Addressing any queries and clarifying any doubts of clients</p> <p data-bbox="698 467 1462 496">Helping clients gather documents for processing property applications</p> <p data-bbox="698 537 1160 566">Negotiating contract terms and conditions</p> <p data-bbox="698 608 1357 636">Examining the property conditions and the surrounding area</p> <p data-bbox="698 678 1368 707">Attracting potential clients by conducting marketing activities</p> <p data-bbox="698 748 1323 777">Coordinating daily operations with the Property Manager</p> <p data-bbox="698 818 1122 847">Maintaining all clients files and records</p> <p data-bbox="698 888 1294 917">Reviewing building occupancy and maintenance status</p> <p data-bbox="698 959 1267 987">Explaining the occupancy and rental terms to clients</p> <p data-bbox="698 1029 1335 1058">Collecting payments and maintaining a record of the same</p> <p data-bbox="698 1099 1196 1128">Assisting in the preparation of budget reports</p>

Job Code	Job Title	Responsibilities
21004	Building Manager	<p data-bbox="696 188 1189 217">Handling day-to-day activities of the building.</p> <p data-bbox="696 260 1308 288">Overseeing the building maintenance on a regular basis.</p> <p data-bbox="696 331 1238 360">Maintaining a safe environment for the residents.</p> <p data-bbox="696 403 1263 432">Supervising the security and fire prevention system.</p> <p data-bbox="696 475 1319 504">Ensuring the residents are provided with proper services.</p> <p data-bbox="696 547 1144 576">Preparing emergency plans and systems.</p> <p data-bbox="696 619 1120 647">Delegating tasks to security personnel.</p> <p data-bbox="696 691 1097 719">Reviewing security camera footages.</p> <p data-bbox="696 762 1144 791">Providing training to the new employees.</p> <p data-bbox="696 834 1330 863">Hiring new employees to maintain and repair the building.</p> <p data-bbox="696 906 1431 935">Supervising the opening and closing of the entrance of the building.</p> <p data-bbox="696 978 1317 1007">Responding to emergencies and other auspicious events.</p> <p data-bbox="696 1050 1205 1078">Inspecting the building for any sign of damage.</p> <p data-bbox="696 1121 1193 1150">Monitoring the building maintenance budget.</p>

Job Code	Job Title	Responsibilities
21005	Building Surveyor	<p data-bbox="698 186 965 215">Conducting land surveys</p> <p data-bbox="698 256 1205 285">Reviewing past surveys and properties records</p> <p data-bbox="698 327 1778 355">Measuring various types of lands using tools such as engineer's chain, dumpy level, and geodimeter</p> <p data-bbox="698 397 1550 426">Using the measurements to develop blueprints, technical drawings, and charts</p> <p data-bbox="698 467 1346 496">Coordinating and overseeing the working of team members</p> <p data-bbox="698 537 1187 566">Ensuring all equipments are in working order</p> <p data-bbox="698 608 1267 636">Handing over and explaining survey results to clients</p> <p data-bbox="698 678 1397 707">Assisting Construction Engineer on various construction projects</p> <p data-bbox="698 748 1482 777">Communicating with clients and understanding their construction needs</p> <p data-bbox="698 818 1682 847">Advising clients on various aspects of construction including its impact on the environment</p> <p data-bbox="698 888 1514 917">Examining and providing clients with the construction timelines and quotes</p> <p data-bbox="698 959 1469 987">Ensuring that the construction is completed on time and within budget</p> <p data-bbox="698 1029 1503 1058">Providing clients with different types of construction designs and schemes</p>

Job Code	Job Title	Responsibilities
21006	Commercial Real Estate Broker	<p data-bbox="696 188 1301 217">Helping clients look for the best commercial properties</p> <p data-bbox="696 260 1397 288">Promoting properties via print advertisements and digital media</p> <p data-bbox="696 331 1480 360">Advising on property agreements, mortgage loans, and property pricing</p> <p data-bbox="696 403 976 432">Drafting legal documents</p> <p data-bbox="696 475 1473 504">Organizing and coordinating property exchange programs and auctions</p> <p data-bbox="696 547 1081 576">Assisting in exchange or ownership</p> <p data-bbox="696 619 1290 647">Negotiating contract terms and conditions with clients</p> <p data-bbox="696 691 1137 719">Maintaining a list of available properties</p> <p data-bbox="696 762 1290 791">Attending networking events and property exhibitions</p> <p data-bbox="696 834 1361 863">Using different marketing techniques to advertise properties</p> <p data-bbox="696 906 1570 935">Advising clients on available options based on their needs and financial standing</p> <p data-bbox="696 978 925 1007">Offering legal advice</p> <p data-bbox="696 1050 1021 1078">Researching about properties</p> <p data-bbox="696 1121 1104 1150">Coordinating with Real Estate Agents</p>

Job Code	Job Title	Responsibilities
21007	Escrow Officer	<p data-bbox="698 186 1370 215">Attending meetings with the clients regarding the properties.</p> <p data-bbox="698 256 1429 285">Providing escrow information to the Loan Officer and client as well.</p> <p data-bbox="698 327 1496 355">Preparing documents such as trust deeds, mortgages, property titles, etc.</p> <p data-bbox="698 397 1285 426">Checking the accuracy of the land-related documents.</p> <p data-bbox="698 467 1326 496">Researching on type of title and description of properties.</p> <p data-bbox="698 537 1729 566">Resolving title related issues by conversing with buyers, sellers, realtors, surveyors, and others.</p> <p data-bbox="698 608 1218 636">Inspecting the property titles for overdue taxes.</p> <p data-bbox="698 678 1335 707">Checking the property reports from the country surveyors.</p> <p data-bbox="698 748 1294 777">Maintaining and updating records for future reference.</p> <p data-bbox="698 818 1608 847">Overseeing the team members and providing them guidance as and when required.</p> <p data-bbox="698 888 1447 917">Ensuring the records are maintained as per the rules and regulations.</p> <p data-bbox="698 959 1299 987">Monitoring the closing files for any faults and blunders.</p> <p data-bbox="698 1029 1043 1058">Transferring funds to the buyer.</p> <p data-bbox="698 1099 1102 1128">Performing clerical duties if required.</p>

Job Code	Job Title	Responsibilities
21008	Gutter Installer	<p data-bbox="696 186 1189 215">Noting down the requirements of the gutter.</p> <p data-bbox="696 260 1261 288">Developing cost estimates as per the specifications.</p> <p data-bbox="696 333 1211 362">Inspecting the sites to measure the gutter size.</p> <p data-bbox="696 406 1238 435">Using various power equipment and machineries.</p> <p data-bbox="696 480 1167 509">Drilling holes and cutes to mount brackets.</p> <p data-bbox="696 553 1046 582">Installing gutter as per the plan.</p> <p data-bbox="696 627 1400 655">Fixing the old gutter and replacing the old gutter with new ones.</p> <p data-bbox="696 700 1274 729">Fabricating the gutter parts as per the requirements.</p> <p data-bbox="696 774 1229 802">Filling the gaps with caulk as and when required.</p> <p data-bbox="696 847 1176 876">Performing yearly maintenance and repairs.</p> <p data-bbox="696 920 1140 949">Keeping the sites areas clean after work.</p>

Job Code	Job Title	Responsibilities
21009	Leasing Agent	<p>Meet potential lessors and present them with the lease properties.</p> <p>Provide market knowledge to the owners of the property.</p> <p>Prepare leases by following the property standards and regulations.</p> <p>Ensure proper maintenance of the property.</p> <p>Collect application fees, deposits, and rental payment on a regular basis.</p> <p>Match and compare customer's needs with the property available for lease.</p> <p>Maintain all the paperwork such as leasing applications, agreements, and move-in packages.</p> <p>Coordinate smoothly with prospective renters and prospective tenants.</p> <p>Handles answer questions of sales by phone, email, and messages.</p> <p>Create promotional emails and announcements to advertise available properties</p> <p>Provide keys to the renters on time.</p> <p>Inform the residents of any changes in the lease agreement regarding the property.</p> <p>Negotiate and close deals on leasing terms.</p> <p>Stay updated regarding property market status</p>

Job Code	Job Title	Responsibilities
21010	Leasing Consultant	<p>Assisting landlords in finding appropriate tenants for their residential properties.</p> <p>Working smoothly with the market department for compiling lists, updating properties on our company website.</p> <p>Organizing day to day meetings with prospective clients.</p> <p>Presenting the prospective client's apartments, houses, plots, building, etc in a convincing way.</p> <p>Coordinating with the maintenance staff to ensure the property is in good condition.</p> <p>Advertising and promoting all the available properties.</p> <p>Creating agreements carrying the leasing terms.</p> <p>Helping the tenants fill their legal leasing forms and documents.</p> <p>Staying updated with knowledge of the market status</p>

Job Code	Job Title	Responsibilities
21011	Leasing Manager	<p data-bbox="698 186 981 215">Meeting potential lessors.</p> <p data-bbox="698 260 1279 288">Providing the latest market knowledge to the lessors.</p> <p data-bbox="698 333 1261 362">Preparing proper paperwork and lease agreements.</p> <p data-bbox="698 406 1189 435">Assisting tenants in filling their leasing forms.</p> <p data-bbox="698 480 1223 509">Presenting the properties to prospective clients.</p> <p data-bbox="698 553 1218 582">Convincing the clients in a professional manner.</p> <p data-bbox="698 627 1256 655">Promoting and advertising the available properties.</p> <p data-bbox="698 700 1321 729">Preparing and updating the leasing terms and conditions.</p> <p data-bbox="698 774 1323 802">Collecting deposits and rental payments from the lessors.</p> <p data-bbox="698 847 1341 876">Answering all the queries via phone, messages, and emails.</p> <p data-bbox="698 920 1417 949">Negotiating and closing deals on the leasing terms and conditions.</p> <p data-bbox="698 994 1422 1023">Coordinating with the Property Manager and Apartment Manager.</p> <p data-bbox="698 1067 1285 1096">Making sure that the property is maintained properly.</p> <p data-bbox="698 1141 1223 1169">Working smoothly with the renters and tenants.</p>

Job Code	Job Title	Responsibilities
21012	Property Consultant	<p data-bbox="696 188 1397 215">Advising clients in making informed property purchase decisions</p> <p data-bbox="696 260 1709 287">Contacting clients by making cold calls, giving presentations, and sending promotional emails</p> <p data-bbox="696 331 1693 359">Conducting in-depth research to identify profitable real estate properties and opportunities</p> <p data-bbox="696 403 1133 430">Analyzing latest property market trends</p> <p data-bbox="696 475 1715 502">Communicating with clients to understand their property requirements and financial standing</p> <p data-bbox="696 547 1485 574">Maintaining and updating an accurate database of real estate properties</p> <p data-bbox="696 619 1574 646">Planning and developing strategies for effective property management and sales</p> <p data-bbox="696 691 1435 718">Negotiating with Real Estate Agents and Brokers on behalf of clients</p> <p data-bbox="696 762 1193 790">Assisting clients in preparing legal documents</p> <p data-bbox="696 834 1245 861">Presenting profitable property proposals to clients</p> <p data-bbox="696 906 1386 933">Securing a fruitful relationship with clients and consulting deals</p> <p data-bbox="696 978 1223 1005">Recommending investment properties to clients</p>

Job Code	Job Title	Responsibilities
21013	Property Inspector	<p data-bbox="698 186 1357 215">Performing inspections as per the compliance requirements.</p> <p data-bbox="698 256 1644 285">Inspecting water quality, electrical systems, plumbing systems, and structural integrity.</p> <p data-bbox="698 327 1272 355">Performing detailed indoor and outdoor inspections.</p> <p data-bbox="698 397 1279 426">Responding to resident's complaints and evaluations.</p> <p data-bbox="698 467 1234 496">Finding out safety hazards and structural defects.</p> <p data-bbox="698 537 1093 566">Facilities repairs and improvements.</p> <p data-bbox="698 608 1178 636">Maintaining a report on regular inspections.</p> <p data-bbox="698 678 1391 707">Updating the client and stakeholders with inspection programs.</p> <p data-bbox="698 748 1285 777">Following the guidelines on client's lease agreements.</p> <p data-bbox="698 818 1263 847">Adhering to all the company's rules and regulations.</p> <p data-bbox="698 888 1093 917">Minimizing potential safety hazards.</p> <p data-bbox="698 959 1308 987">Taking photographs of the violation and logging actions.</p> <p data-bbox="698 1029 1272 1058">Determining maintenance needs in a timely manner.</p> <p data-bbox="698 1099 1339 1128">Coordinating property maintenance as and when required.</p>

Job Code	Job Title	Responsibilities
21014	Property Manager	<p data-bbox="696 188 1391 215">Attract prospective tenants by advertisements and promotions.</p> <p data-bbox="696 260 1301 287">Prepare and negotiate lease contracts and agreements.</p> <p data-bbox="696 331 1688 359">Build friendly relationships with clients, property owners for the expansion of the business.</p> <p data-bbox="696 403 1666 430">Design business plans for the allotted property which is suitable as per the client's needs.</p> <p data-bbox="696 475 1207 502">Collect rents and resolving tenants complaints.</p> <p data-bbox="696 547 1272 574">Attracts tenants via advertisements and promotions.</p> <p data-bbox="696 619 1464 646">Manage day to day operational expenses and collect security deposits.</p> <p data-bbox="696 691 1314 718">Perform all the compulsory tasks for the rental property.</p> <p data-bbox="696 762 1485 790">Perform legal documentation and agreements when deeds are finalized.</p> <p data-bbox="696 834 1321 861">Prepare the annual budget to meet the expenditure cost.</p> <p data-bbox="696 906 1655 933">Perform routine maintenance and repair the commercial property as and when needed.</p> <p data-bbox="696 978 1214 1005">Prepare reports of analyzed and collected data.</p>

Job Code	Job Title	Responsibilities
21015	Real Estate Agent	<p data-bbox="698 186 1211 215">Generate leads to buy, sell and rent a property.</p> <p data-bbox="698 256 1767 285">Facilitate discussions between sellers and buyers and advise clients in making important decisions.</p> <p data-bbox="698 327 1798 355">Track record of day to day competitive market prices via open house, advertisement and networking.</p> <p data-bbox="698 397 1639 426">Document property with exterior and interior pictures to manage the property listings.</p> <p data-bbox="698 467 1335 496">Build a connection with mortgage lenders and contractors.</p> <p data-bbox="698 537 1599 566">Show the property to interested parties only after performing detailed inspections.</p> <p data-bbox="698 608 1216 636">Advise owners on tax deductions and expenses.</p> <p data-bbox="698 678 1335 707">Prepare contracts, deeds, and other necessary paperwork.</p> <p data-bbox="698 748 1673 777">Determine the client's needs and financial abilities to propose solutions feasible for them.</p> <p data-bbox="698 818 1321 847">Assist buyers in finding the right property for their needs.</p> <p data-bbox="698 888 1227 917">Help in negotiations between buyers and sellers.</p> <p data-bbox="698 959 1630 987">Stay updated with the latest market conditions, prices, and various mortgage options.</p>

Job Code	Job Title	Responsibilities
21016	Real Estate Appraiser	<p>Evaluate the value of property in detail before it is sold, mortgaged, taxed, insured, or developed.</p> <p>Examine the interiors and exteriors of the property through a site visit.</p> <p>Write a report about the inspected property.</p> <p>Interview clients for their preferences and requirements.</p> <p>Asses legal documents of the property thoroughly.</p> <p>Determine all the aspects that affect the future value of the property.</p> <p>Evaluate the chances of future development on the land or the land nearby.</p> <p>Handle legal documentation well and ensure you take a backup.</p> <p>Compare the specific property with recent sale prices of comparable homes in the same area.</p> <p>Analyze all the aspects that may affect the value of the property such as markets, hospitals, and schools.</p> <p>Research the market price and analyze the worth of the property.</p>

Job Code	Job Title	Responsibilities
21017	Real Estate Assistant	<p data-bbox="696 188 1301 215">Addressing client queries and scheduling appointments</p> <p data-bbox="696 260 943 287">Making follow-up calls</p> <p data-bbox="696 331 1249 359">Scheduling meetings between the buyer and seller</p> <p data-bbox="696 403 1296 430">Assisting in preparing real estate documents and forms</p> <p data-bbox="696 475 1137 502">Coordinating showings and open houses</p> <p data-bbox="696 547 1283 574">Maintaining electronic and print records of properties</p> <p data-bbox="696 619 1234 646">Preparing, posting, and updating property listings</p> <p data-bbox="696 691 1218 718">Maintaining and managing a database of clients</p> <p data-bbox="696 762 1229 790">Assisting with negotiations and closing processes</p> <p data-bbox="696 834 1144 861">Performing clerical duties when required</p> <p data-bbox="696 906 1545 933">Helping with the preparation of listing agreements and other legal documents</p> <p data-bbox="696 978 1283 1005">Collecting signed copy of the agreements from clients</p> <p data-bbox="696 1050 1543 1077">Creating and distributing real estate brochures and other marketing materials</p> <p data-bbox="696 1121 1397 1149">Handling online and offline property listings and advertisements</p>

Job Code	Job Title	Responsibilities
21018	Real Estate Broker	<p data-bbox="698 186 1444 215">Prepare legal documentations like agreements, deeds and contracts.</p> <p data-bbox="698 256 1256 285">Monitor the fulfillment of purchase contract terms.</p> <p data-bbox="698 327 1576 355">Approach potential clients to buy and sell commercial and residential properties.</p> <p data-bbox="698 397 1440 426">Keep a list of properties for sale along with its location and features.</p> <p data-bbox="698 467 1211 496">Administer day to day Real Estate Agents work.</p> <p data-bbox="698 537 1393 566">Advice clients about market conditions and their impact factors.</p> <p data-bbox="698 608 1167 636">Assist sellers in promoting their properties.</p> <p data-bbox="698 678 1391 707">Carry out research to assess the market value of the properties.</p> <p data-bbox="698 748 1805 777">Ensure that all real estate transactions initiated are in complete compliance with laws and regulations</p> <p data-bbox="698 818 1621 847">List commercial properties for sale on local and on the Multiple Listing Service (MLS).</p> <p data-bbox="698 888 1554 917">Stay up to date with the knowledge of the market and the best possible prices.</p>

Job Code	Job Title	Responsibilities
21019	Real Estate Manager	<p data-bbox="696 188 1563 215">Handling daily business operations like advertising and selling vacant properties</p> <p data-bbox="696 260 1272 287">Collecting rent and sending out overdue rent notices</p> <p data-bbox="696 331 1379 359">Preparing and maintaining a record of all financial transactions</p> <p data-bbox="696 403 1424 430">Updating potential buyers on the status of their booked properties</p> <p data-bbox="696 475 1749 502">Communicating occupant rates, amenities offered, and other contract details to potential buyers</p> <p data-bbox="696 547 1346 574">Negotiating contract terms with the buyers and contractors</p> <p data-bbox="696 619 1328 646">Answering and resolving any issues from property owners</p> <p data-bbox="696 691 1249 718">Reviewing and placing orders for property supplies</p> <p data-bbox="696 762 1417 790">Hiring and supervising contractors and maintenance staff/workers</p> <p data-bbox="696 834 1384 861">Processing any special property requirements from the owners</p> <p data-bbox="696 906 1003 933">Preparing lease agreements</p> <p data-bbox="696 978 1503 1005">Adhering to property laws and regulations when handling daily operations</p> <p data-bbox="696 1050 1064 1077">Notifying and collecting HOA fees</p> <p data-bbox="696 1121 1182 1149">Advising potential tenants on tax deductions</p>

Job Code	Job Title	Responsibilities
21020	Real Estate Paralegal	<p>Preparing contracts, closing documents, and lease agreements</p> <p>Reviewing legal documents and amendments</p> <p>Examining client's financial standing and suggesting appropriate properties</p> <p>Helping clients in gathering necessary information and documents</p> <p>Examining affidavits and other documents to clients</p> <p>Acting as an intermediary between property owners, clients, and lawyers</p> <p>Conducting real estate market research and determining the property value</p> <p>Maintaining electronic and paper filing systems</p> <p>Addressing any client queries</p> <p>Providing clients with the update on their real estate applications</p> <p>Assisting clients in negotiating contracts</p> <p>Examining title reports, purchase offers, and monitoring/handling transactions</p> <p>Handling eviction proceedings '</p> <p>Offering consultation on tax deductions</p>

Job Code	Job Title	Responsibilities
21021	Realtor	<p data-bbox="696 188 2047 215">Searching and recommending residential and commercial real estate properties suiting the clients requirements and budget</p> <p data-bbox="696 260 1128 287">Accompanying clients on property visits</p> <p data-bbox="696 331 1263 359">Offering and negotiating contract terms with clients</p> <p data-bbox="696 403 1364 430">Understanding clients housing preferences and requirements</p> <p data-bbox="696 475 1373 502">Updating online property listings and identifying those on sale</p> <p data-bbox="696 547 987 574">Screening potential clients</p> <p data-bbox="696 619 1155 646">Presenting and explaining offers to buyers</p> <p data-bbox="696 691 1447 718">Offering advice to clients on the plan of action and financial liabilities</p> <p data-bbox="696 762 1384 790">Comparing different properties to identify the best market rate</p> <p data-bbox="696 834 1117 861">Assisting clients with any legal matters</p> <p data-bbox="696 906 1346 933">Helping clients gather and submit the necessary documents</p> <p data-bbox="696 978 1503 1005">Managing online listings, property auctions and leasing/renting properties</p> <p data-bbox="696 1050 1536 1077">Coordinating with home inspectors to ascertain the condition of the property</p> <p data-bbox="696 1121 1115 1149">Creating a list of real estate properties</p>

Job Code	Job Title	Responsibilities
21022	Title Examiner	<p data-bbox="698 186 1016 215">Reviewing and verifying titles</p> <p data-bbox="698 256 1301 285">Examining recorded contracts and deeds affecting titles</p> <p data-bbox="698 327 1411 355">Communicating with clients to understand their property matters</p> <p data-bbox="698 397 1247 426">Searching tax records and foreclosure proceedings</p> <p data-bbox="698 467 1258 496">Maintaining an accurate record of all property titles</p> <p data-bbox="698 537 1491 566">Coordinating the property title research findings with the team members</p> <p data-bbox="698 608 1525 636">Investigating property titles by interviewing lenders, clients, and contractors</p> <p data-bbox="698 678 1252 707">Checking if the property titles have any restrictions</p> <p data-bbox="698 748 1081 777">Providing research findings in court</p> <p data-bbox="698 818 1229 847">Reviewing and maintaining insurance documents</p> <p data-bbox="698 888 1296 917">Researching and verifying the details of previous deeds</p> <p data-bbox="698 959 1218 987">Examining obstacles hindering the property sale</p> <p data-bbox="698 1029 1305 1058">Interviewing and advising clients on property ownership</p> <p data-bbox="698 1099 1167 1128">Assisting in resolving any property disputes</p>

Job Code	Job Title	Responsibilities
22001	Area Manager	<p data-bbox="696 186 1160 213">Train and mentor the staff when required.</p> <p data-bbox="696 260 1447 287">Analyze the budget and profitability through cost-effective methods.</p> <p data-bbox="696 333 1453 360">Investigate potential business opportunities within the assigned area.</p> <p data-bbox="696 406 1290 434">Lead your team to provide the best customer services.</p> <p data-bbox="696 480 1632 507">Determine long term success by proposing different business development strategies.</p> <p data-bbox="696 553 1238 580">Ensure the expansion of sales and brand visibility.</p> <p data-bbox="696 627 1429 654">Plan targets for the team and ensure that they are timely achieved.</p> <p data-bbox="696 700 1453 727">Implement operational changes with strategically proposed methods.</p> <p data-bbox="696 774 1783 801">Perform detailed analysis of new market trends, consumer behavior and competition in the market.</p> <p data-bbox="696 847 1352 874">Evaluate the performance of the staff on an individual basis.</p> <p data-bbox="696 920 1285 948">Acknowledge customer queries timely and effectively.</p>

Job Code	Job Title	Responsibilities
22002	Barber	<p data-bbox="696 188 1256 215">Welcoming clients and offering them refreshments</p> <p data-bbox="696 260 1361 287">Cutting and trimming hair to match the clients' requirements</p> <p data-bbox="696 331 1384 359">Suggesting haircuts to suit the client's face shape and hair type</p> <p data-bbox="696 403 1462 430">Using clippers and comb to section and style hair particularly long hair</p> <p data-bbox="696 475 1167 502">Trimming and shaving beard and mustache</p> <p data-bbox="696 547 1211 574">Applying cooling/soothing lotions after shaving</p> <p data-bbox="696 619 1120 646">Trimming hair off the temple and neck</p> <p data-bbox="696 691 1827 718">Using styling products like mousse, serum, and setting spray to hold hairstyle for a longer period of time</p> <p data-bbox="696 762 1133 790">Providing face, neck, and scalp massage</p> <p data-bbox="696 834 1603 861">Offering relaxing treatments like hair spas, hot oil massage, and deep root massage</p> <p data-bbox="696 906 1066 933">Blow drying hair after a hair wash</p> <p data-bbox="696 978 1357 1005">Cleaning and sanitizing workstation and equipment regularly</p> <p data-bbox="696 1050 1435 1077">Monitoring inventory supplies and placing orders whenever needed</p> <p data-bbox="696 1121 1211 1149">Offering discount coupons to promote services</p>

Job Code	Job Title	Responsibilities
22003	Beauty Advisor	<p data-bbox="696 188 1559 215">Identifying different skin types and suggest products as per their requirements.</p> <p data-bbox="696 260 1279 287">Informing clients about different makeup techniques.</p> <p data-bbox="696 331 1193 359">Suggesting various kinds of skin care regimes.</p> <p data-bbox="696 403 1688 430">Giving product demonstrations and helping customers find products that meet their needs.</p> <p data-bbox="696 475 1440 502">Helping customers find solutions for all their skin and hair problems.</p> <p data-bbox="696 547 1382 574">Maintaining client relations through follow-up calls and emails.</p> <p data-bbox="696 619 1673 646">Informing the clients regarding product prices and if there are any special offers available.</p> <p data-bbox="696 691 1205 718">Suggesting and selling cosmetics to customers.</p> <p data-bbox="696 762 1469 790">Monitoring the stock level and ordering more products when required.</p> <p data-bbox="696 834 1379 861">Managing the transactions by noting them in the cash register.</p>

Job Code	Job Title	Responsibilities
22004	Beauty Specialist	<p data-bbox="696 188 1223 215">Greeting the customers with a welcoming smile.</p> <p data-bbox="696 260 1238 287">Setting sales targets to meet organizational goals.</p> <p data-bbox="696 331 1317 359">Identifying customer needs by asking relevant questions.</p> <p data-bbox="696 403 1122 430">Knowing the customer's skin concerns.</p> <p data-bbox="696 475 1285 502">Recommending a skin regime according to skin needs.</p> <p data-bbox="696 547 1149 574">Suggesting beauty products and services.</p> <p data-bbox="696 619 1200 646">Providing live demonstrations of the products.</p> <p data-bbox="696 691 1249 718">Maintaining a healthy relationship with the clients.</p> <p data-bbox="696 762 1290 790">Following up with the customer as and when required.</p> <p data-bbox="696 834 1133 861">Providing high-quality customer service.</p> <p data-bbox="696 906 1115 933">Negotiating with customers if needed.</p> <p data-bbox="696 978 1283 1005">Maintaining the inventory levels and restocking them.</p> <p data-bbox="696 1050 1444 1077">Enhancing the client's appearance using various makeup techniques.</p> <p data-bbox="696 1121 1263 1149">Ensuring the workplace is clean and tidy at all times.</p>

Job Code	Job Title	Responsibilities
22005	Bridal Stylist	<p>Measuring the client's size for the wedding dress and designing the dress accordingly.</p> <p>Showcasing the best wedding gowns to the clients.</p> <p>Providing customers with information about different styles, colors, contrasts, etc.</p> <p>Suggesting jewelry, veils, gloves and other accessories to the bride to be.</p> <p>Making arrangements for alterations when required.</p> <p>Scheduling meetings with customers regarding dress fittings, makeup trials, etc.</p> <p>Providing the correct pricing information.</p> <p>Making transport arrangements for the delivery of dresses.</p> <p>Guiding the team members in decorating the store.</p> <p>Staying updated on the latest trends in the bridal industry</p>
22006	Candle Maker	<p>Stringing together candle wicks with hand or dipping machinery</p> <p>Preparing and pouring molten wax in the correct container size</p> <p>Giving different shapes to the molten wax using varied dipping molds</p> <p>Trimming, cutting, and dyeing candles as per the specifications</p> <p>Preparing large quantities of candles on a regular basis</p> <p>Using hand tools like knife and scraper to cut and trim candles</p> <p>Adding different types of scent to molten wax</p>

Job Code	Job Title	Responsibilities
22007	Cashier	<p data-bbox="698 186 1178 213">Greet customers via phone calls and emails.</p> <p data-bbox="698 260 1236 287">Manage cash transactions through cash registers.</p> <p data-bbox="698 333 1854 360">Check the products for prices and collect payment from customers through cash, credit card or debit card.</p> <p data-bbox="698 406 1104 434">Issue receipts of purchased products.</p> <p data-bbox="698 480 1834 507">Count money in cash drawers at the beginning and end of each shift to ensure that amounts are correct.</p> <p data-bbox="698 553 1574 580">Provide relevant payment information to the customers and resolve their issues.</p> <p data-bbox="698 627 1128 654">Keep the check-out area clean and tidy.</p> <p data-bbox="698 700 1666 727">Coordinate smoothly with retail staff for product inquiries, cash checks, and price checks.</p> <p data-bbox="698 774 1252 801">Bag or wrap the products purchased by customers.</p> <p data-bbox="698 847 1025 874">Redeem stamps and coupons.</p> <p data-bbox="698 920 1252 948">Maintain and update the record of all transactions.</p>

Job Code	Job Title	Responsibilities
22008	Category Manager	<p>Maintaining good relations with the vendors for potential business opportunities.</p> <p>Ensuring reliable and healthy terms with the customers for prospective sales.</p> <p>Developing new strategies and set competitive prices to maximize the revenue of the category.</p> <p>Determining exit plans for the less popular or unsuccessful products.</p> <p>Determining the profitability ratio of the products.</p> <p>Negotiating the contract terms and agreements with the vendors.</p> <p>Providing strategic marketing and sales plan to drive sales in accordance with consumer demand.</p> <p>Coordinating with the marketing team to design promotional activities for the products.</p> <p>Attending customer queries and complaints timely in an efficient manner.</p> <p>Analyzing the financial forecast on the basis of the latest trends and market conditions.</p>

Job Code	Job Title	Responsibilities
22009	Embroidery Machine Operator	<p data-bbox="696 186 1556 215">Communicating with clients to understand their requirements and preferences</p> <p data-bbox="696 256 1339 285">Selecting fabrics and threads to match the design provided</p> <p data-bbox="696 327 1337 355">Cleaning and setting up the machines before starting work</p> <p data-bbox="696 397 1485 426">Referring to user manuals for troubleshooting any minor machine errors</p> <p data-bbox="696 467 1420 496">Offering suggestions to clients on design placements and selection</p> <p data-bbox="696 537 1395 566">Providing clients with an approximate work completion timeline</p> <p data-bbox="696 608 1391 636">Making design guides and pinning those to fabrics for reference</p> <p data-bbox="696 678 1061 707">Offering timely delivery of orders</p> <p data-bbox="696 748 1480 777">Selecting the right embroidery tools such as needles, hoops, and frames</p> <p data-bbox="696 818 1211 847">Cleaning the machine after completion of work</p> <p data-bbox="696 888 1294 917">Ensuring the machine remains in proper working order</p>

Job Code	Job Title	Responsibilities
22010	Hairdresser	<p data-bbox="696 188 1379 215">Welcoming clients and understanding their preferences/needs</p> <p data-bbox="696 260 1451 287">Advising haircuts based on clients face shape, hair type and condition</p> <p data-bbox="696 331 1749 359">Undertaking basic and advanced hair cutting techniques like layers, graduated hair and blunt cut</p> <p data-bbox="696 403 1585 430">Washing, shampooing, conditioning and drying as well as blow drying clients' hair</p> <p data-bbox="696 475 1637 502">Suggesting various hair cuts and styling options according to the client's facial features</p> <p data-bbox="696 547 1585 574">Providing various hair treatments like rebonding, thermal reconditioning and spas</p> <p data-bbox="696 619 1559 646">Suggesting different hair colouring methods like highlights, global and balayage</p> <p data-bbox="696 691 1666 718">Using various hair styling tools like scissors, trimmers, straightener, curler and blow dryer</p> <p data-bbox="696 762 1744 790">Creating hairstyles for formal events like weddings, casual outings and professional photoshoots</p> <p data-bbox="696 834 1861 861">Analyzing hair condition and recommending hair care products like therapeutic oils, hair masks and serums</p> <p data-bbox="696 906 1402 933">Doing head massages, hot towel treatments and root retouching</p> <p data-bbox="696 978 1442 1005">Recommending and selling in-store hair products whenever possible</p> <p data-bbox="696 1050 1330 1077">Suggesting medical treatment for chronic scalp conditions</p> <p data-bbox="696 1121 1615 1149">Providing basic beauty services like facial threading, facials and manicures/pedicures</p>

Job Code	Job Title	Responsibilities
22011	Inventory Clerk	<p data-bbox="698 186 1411 215">Keeping a track of various products and supplies in the inventory.</p> <p data-bbox="698 256 1187 285">Loading and unloading the stock accordingly.</p> <p data-bbox="698 327 1025 355">Counting the stocks manually.</p> <p data-bbox="698 397 1182 426">Organizing the stock in a systematic manner.</p> <p data-bbox="698 467 1146 496">Identifying the defective products, if any.</p> <p data-bbox="698 537 1357 566">Making use of an inventory software to keep track of orders.</p> <p data-bbox="698 608 1469 636">Reporting any discrepancies in the products to the Inventory Manager.</p> <p data-bbox="698 678 1133 707">Ensuring the floor area is clean and tidy.</p> <p data-bbox="698 748 1232 777">Preparing and utilizing a loss prevention strategy.</p> <p data-bbox="698 818 1312 847">Coming up with a list of unused products from the stock.</p> <p data-bbox="698 888 1285 917">Improving on inventory management and procedures.</p> <p data-bbox="698 959 1146 987">Preparing cost report on a monthly basis.</p> <p data-bbox="698 1029 1227 1058">Working collaboratively with other departments.</p> <p data-bbox="698 1099 1218 1128">Ensuring low risk of accidents on the work floor.</p>

Job Code	Job Title	Responsibilities
22012	Inventory Coordinator	<p data-bbox="698 186 1223 215">Developing and fulfilling supply chain objectives</p> <p data-bbox="698 256 1205 285">Managing and updating the inventory systems</p> <p data-bbox="698 327 1507 355">Performing regular inventory checks and maintaining a record of the same</p> <p data-bbox="698 397 1379 426">Coordinating and handling daily operations in a timely manner</p> <p data-bbox="698 467 1263 496">Training and overseeing the work of team members</p> <p data-bbox="698 537 1574 566">Identifying and resolving any issues in the inventory management and processes</p> <p data-bbox="698 608 1565 636">Researching and developing ways to improve inventory management processes</p> <p data-bbox="698 678 1182 707">Preparing and maintaining inventory reports</p> <p data-bbox="698 748 1167 777">Checking and processing purchase invoices</p> <p data-bbox="698 818 1485 847">Creating contracts and negotiating its details with the suppliers/vendors</p> <p data-bbox="698 888 1205 917">Reviewing and placing orders for new supplies</p> <p data-bbox="698 959 1552 987">Examining if the supplies received are as per the order and in proper condition</p> <p data-bbox="698 1029 1216 1058">Returning and replacing any damaged products</p>

Job Code	Job Title	Responsibilities
22013	Inventory Specialist	<p data-bbox="698 186 1093 215">Tracking the incoming merchandise.</p> <p data-bbox="698 260 1267 288">Preparing strategies for inventory control processes.</p> <p data-bbox="698 333 1296 362">Counting the products in the inventory on a daily basis.</p> <p data-bbox="698 406 1155 435">Preparing inventory management reports.</p> <p data-bbox="698 480 1115 509">Supervising stock rotation procedures.</p> <p data-bbox="698 553 1234 582">Updating the inventory database on a daily basis.</p> <p data-bbox="698 627 1256 655">Tracking all the inventory-related data via software.</p> <p data-bbox="698 700 1245 729">Loading and unloading products from the vehicles.</p> <p data-bbox="698 774 1099 802">Helping the clients on the sales floor.</p> <p data-bbox="698 847 1218 876">Keeping the inventory clean and well organized.</p> <p data-bbox="698 920 1238 949">Identifying discrepancies in the inventory reports.</p> <p data-bbox="698 994 1167 1023">Improving existing procedures and policies.</p> <p data-bbox="698 1067 1323 1096">Maintaining the safety of the employees in the inventory.</p> <p data-bbox="698 1141 1525 1169">Working in collaboration with Inventory Manager and other team members.</p>

Job Code	Job Title	Responsibilities
22014	Jeweler	<p data-bbox="698 186 1525 215">Cutting and shaping metals to form jewelry as per the client's requirements.</p> <p data-bbox="698 256 1514 285">Researching the market value of gems and stones before purchasing them.</p> <p data-bbox="698 327 1155 355">Cleaning the metals with polishing agents.</p> <p data-bbox="698 397 1408 426">Designing the jewelry with the help of Computer-Aided Software.</p> <p data-bbox="698 467 1256 496">Forming and creating wax models using hand tools.</p> <p data-bbox="698 537 1386 566">Creating innovative design as per the retail store specifications.</p> <p data-bbox="698 608 1368 636">Restoring and repairing old jewelry using modern techniques.</p> <p data-bbox="698 678 1704 707">Assessing the final ornament such as whether it is polished and cleaned well before delivery.</p> <p data-bbox="698 748 1352 777">Packing the ornament in a professional and trained manner.</p> <p data-bbox="698 818 1420 847">Staying up to date with the latest trends in jewelry and techniques</p>

Job Code	Job Title	Responsibilities
22015	Merchandiser	<p data-bbox="696 188 1644 215">Determine retail strategies that fulfill customer demand and the company's objectives.</p> <p data-bbox="696 260 1778 287">Coordinate and work closely with buyers, suppliers, and distributors to ensure stock are up to date.</p> <p data-bbox="696 331 1424 359">Provide a forecast for future sales figures and potential customers.</p> <p data-bbox="696 403 1413 430">Ensure that the products are displayed properly to attract buyers.</p> <p data-bbox="696 475 1469 502">Maintain the inventory levels and keep a record of it on a weekly basis.</p> <p data-bbox="696 547 1480 574">Ensure the customers are satisfied and build a constructive relationship.</p> <p data-bbox="696 619 1671 646">Determine the price changes, trends, and promotions in the market and plan accordingly.</p> <p data-bbox="696 691 1379 718">Enforce the standard of quality and make sure it is maintained.</p> <p data-bbox="696 762 1397 790">Gather information on the customer's reactions to the products.</p> <p data-bbox="696 834 1361 861">Forecast future sales on the basis of the previous year's sales</p>

Job Code	Job Title	Responsibilities
22016	Pest Control Technician	<p data-bbox="696 188 1603 215">Examining the premises and advising on the type of pest control treatment needed</p> <p data-bbox="696 260 1043 287">Inspecting and identifying pests</p> <p data-bbox="696 331 1610 359">Clearing the premises of any debris or overgrown bushes before spraying pesticides</p> <p data-bbox="696 403 1368 430">Providing customers with quotes and job completion timeline</p> <p data-bbox="696 475 1373 502">Scheduling pest-control service appointments with customers</p> <p data-bbox="696 547 1352 574">Advising customers on post-treatment care and precautions</p> <p data-bbox="696 619 1227 646">Communicating safety instructions to customers</p> <p data-bbox="696 691 1379 718">Recommending and selling pest control products to customers</p> <p data-bbox="696 762 1957 790">Using different pest control techniques and methods like Mechanical Pest Control, Field Burning, and Trap Cropping</p> <p data-bbox="696 834 1285 861">Installing pesticide safety signboards in infested areas</p> <p data-bbox="696 906 1312 933">Initiating pest control/management plans and strategies</p> <p data-bbox="696 978 1384 1005">Adhering to the safety protocols when performing pest control</p>

Job Code	Job Title	Responsibilities
22017	Retail Buyer	<p>Analyze various supplier options according to quality, price, etc and pick the best one.</p> <p>Identify target audience preferences and forecast consumer future trends.</p> <p>Select and purchase new products and review existing products.</p> <p>Negotiate the agreement terms with the suppliers to achieve the best deals for our company</p> <p>Ensure timely product delivery along with compliance to the purchase contracts.</p> <p>Monitor stock levels and make plans for purchasing within the decided budget.</p> <p>Coordinate with the Assistant buyers, Senior buyer, and the Retail buying Department.</p> <p>Create sales reports, budgets, and plan your strategies accordingly and present it to the Retail Manager.</p> <p>Attend fairs, events, exhibitions to stay updated with the latest market trends of retail stores.</p>

Job Code	Job Title	Responsibilities
22018	Retail HR Manager	<p data-bbox="696 186 1182 215">Identifying the hiring needs of our company.</p> <p data-bbox="696 260 1458 288">Carrying out the entire recruitment process from beginning diligently.</p> <p data-bbox="696 331 1615 360">Crafting job requirements and descriptions for all positions in the retail department.</p> <p data-bbox="696 403 1700 432">Creating and posting job ads on various platforms to attract qualified and skilled candidates.</p> <p data-bbox="696 475 1671 504">Creating attractive compensation packages and benefits programs for open job positions.</p> <p data-bbox="696 547 1514 576">Conducting orientation, training and development programs for new hires.</p> <p data-bbox="696 619 1375 647">Managing employee records and payroll data of all retail staff.</p> <p data-bbox="696 691 1368 719">Coordinating with Store Manager and other HR professionals.</p> <p data-bbox="696 762 1498 791">Ensuring all policies and procedures are being followed by the employees</p> <p data-bbox="696 834 1572 863">Evaluating the performance of retail staff and providing the necessary feedback.</p> <p data-bbox="696 906 1610 935">Researching about the new trends and advancements in the human resources field.</p>

Job Code	Job Title	Responsibilities
22019	Retail Manager	<p data-bbox="696 188 1928 215">Organize and manage different store operations and allocate responsibilities to the sales staff on day to day basis</p> <p data-bbox="696 260 1464 287">Guide and supervise the team towards achieving amazing sales figures</p> <p data-bbox="696 331 1760 359">Control and prepare the store's budget aiming for maximum efficiency and minimum expenditure</p> <p data-bbox="696 403 1632 430">Monitor purchases and inventory stock levels and ensure that they stay within budget</p> <p data-bbox="696 475 1709 502">Provide customers with detailed information about the merchandise and services, if required</p> <p data-bbox="696 547 1391 574">Deal with customer complaints to maintain the store reputation</p> <p data-bbox="696 619 1554 646">Collaborate with the marketing team to plan out effective marketing strategies</p> <p data-bbox="696 691 1346 718">Plan and administer in-store promotional displays or events</p> <p data-bbox="696 762 1563 790">Inspect the store environment thoroughly and resolve any issues that may arise</p> <p data-bbox="696 834 1630 861">Evaluate sales records and generate revenue reports to make accurate sales forecasts</p> <p data-bbox="696 906 1592 933">Keep abreast of the latest market trends to determine the need for improvements</p> <p data-bbox="696 978 1435 1005">Make sure the store fulfils all the health, legal, and safety guidelines</p>

Job Code	Job Title	Responsibilities
22020	Retail Sales Representative	<p data-bbox="696 188 1256 215">Greet and assist customers with their requirements</p> <p data-bbox="696 260 1800 287">Provide customers with accurate information about product pricing, features, and after-sales services</p> <p data-bbox="696 331 1832 359">Answer customer questions about certain products and services and provide them with a viable solution</p> <p data-bbox="696 403 1379 430">Conduct feature and price comparisons to facilitate purchasing</p> <p data-bbox="696 475 1122 502">Ensure the store racks are fully stocked</p> <p data-bbox="696 547 1043 574">Cross-sell products and services</p> <p data-bbox="696 619 1016 646">Manage merchandise returns</p> <p data-bbox="696 691 1267 718">Inform customers about special offers and discounts</p> <p data-bbox="696 762 1547 790">Coordinate with the Retail Sales team to provide exceptional customer service</p> <p data-bbox="696 834 1599 861">Identify new leads and conduct cold calling to convert them into regular customers</p> <p data-bbox="696 906 1292 933">Stay updated with new products and services launches</p>

Job Code	Job Title	Responsibilities
22021	Retail Stylist	<p data-bbox="698 186 1460 215">Recognizing customer requirements and providing best-suited results.</p> <p data-bbox="698 256 1223 285">Guiding the customers according to their needs.</p> <p data-bbox="698 327 1200 355">Determining new opportunities in the market.</p> <p data-bbox="698 397 1491 426">Explaining to the customers about the material and washing instructions.</p> <p data-bbox="698 467 1258 496">Resolving queries and complaints of the customers.</p> <p data-bbox="698 537 1402 566">Offering personalized styling guidance if asked by the customers.</p> <p data-bbox="698 608 1402 636">Providing accessories with the outfit if desired by the customers.</p> <p data-bbox="698 678 1281 707">Managing the display and promotions of the product.</p> <p data-bbox="698 748 1290 777">Maintaining friendly relations with existing customers.</p> <p data-bbox="698 818 1491 847">Determining the stock level and ensuring it is restocked on a timely basis.</p>

Job Code	Job Title	Responsibilities
22022	Sales Advisor	<p data-bbox="701 186 1682 215">Recommend the products and services to the customers according to their taste and style.</p> <p data-bbox="701 256 1016 285">Ensure customer satisfaction.</p> <p data-bbox="701 327 1339 355">Maintain the quality of services provided to the customers.</p> <p data-bbox="701 397 1218 426">Run and operate cash registers for the business.</p> <p data-bbox="701 467 1081 496">Replenish the stock when required.</p> <p data-bbox="701 537 1368 566">Manage the merchandise promptly according to the demand.</p> <p data-bbox="701 608 1339 636">Provide details on return policies and handling procedures.</p> <p data-bbox="701 678 1525 707">Determine what is to be displayed on shelves and for what duration of time.</p> <p data-bbox="701 748 1016 777">Meet sales targets efficiently.</p> <p data-bbox="701 818 1272 847">Maintain friendly and good relations with the clients.</p> <p data-bbox="701 888 1167 917">Determine prospective sales opportunities.</p>

Job Code	Job Title	Responsibilities
22023	Salon Manager	<p data-bbox="696 188 1738 215">Offering high-quality services to clients such as hair washing, facials, waxing, and salon services.</p> <p data-bbox="696 260 1189 287">Delegating tasks to the salon team members.</p> <p data-bbox="696 331 1088 359">Maintaining proper work schedules.</p> <p data-bbox="696 403 1529 430">Understanding the client's needs and recommending the necessary services.</p> <p data-bbox="696 475 1397 502">Answering questions about salon services provided to the client.</p> <p data-bbox="696 547 1588 574">Working in collaboration with Hair Stylists, Beauticians, and other team members.</p> <p data-bbox="696 619 1395 646">Resolving client complaints in a professional and timely manner.</p> <p data-bbox="696 691 1449 718">Maintaining financial records and issuing payment receipts to clients.</p> <p data-bbox="696 762 1182 790">Keeping the salon clean and tidy at all times.</p> <p data-bbox="696 834 1162 861">Assisting in the hiring and training process.</p> <p data-bbox="696 906 1173 933">Adhering to all the salon health regulations.</p> <p data-bbox="696 978 1361 1005">Preparing and maintaining retail, sales, and customer reports</p>

Job Code	Job Title	Responsibilities
22024	Seamstress	<p>Altering garments to suit clients body types and requirements</p> <p>Adjusting the dress length, inserting shoulder pads, and stitching collars</p> <p>Undertaking minor alterations like mending seams and replacing hem</p> <p>Advising clients on the fit of garments</p> <p>Writing and maintaining receipts of the garments handed over to the clients</p> <p>Returning pressed garments to clients to ensure there are no creases</p> <p>Carrying out dress fittings as and when required</p> <p>Taking accurate measurements using measuring tapes</p> <p>Maintaining sewing equipment in proper working order</p> <p>Ensuring all garments are labeled correctly to avoid misplacing them</p> <p>Coordinating with clients to understand their design requirements and preferences</p> <p>Advising clients on the various types of fabrics, fits, and styles</p> <p>Stitching garments based on the pattern provided by the clients</p> <p>Replacing zippers, linings, and shirt/dress pockets</p>

Job Code	Job Title	Responsibilities
22025	Store Manager	<p data-bbox="696 188 1200 215">Create a report of the stock on a weekly basis.</p> <p data-bbox="696 260 1630 287">Complete the store operational requirements by scheduling and assigning employees.</p> <p data-bbox="696 331 981 359">Train and recruit the staff.</p> <p data-bbox="696 403 1261 430">Manage the operations of the store on a daily basis.</p> <p data-bbox="696 475 1413 502">Determine the customer's needs and make sure they are fulfilled.</p> <p data-bbox="696 547 1182 574">Maintain good relations with the customers.</p> <p data-bbox="696 619 1413 646">Handle customer complaints and resolve them on a priority basis.</p> <p data-bbox="696 691 1420 718">Maintain the inventory and ensure the availability of merchandise.</p> <p data-bbox="696 762 1285 790">Ensure that the security devices are working properly.</p> <p data-bbox="696 834 1339 861">Make sure the store has a clean and hygienic environment.</p> <p data-bbox="696 906 1323 933">Determine the new policies and procedures for the store.</p> <p data-bbox="696 978 1514 1005">Ensure the store's compliance with health and safety rules and regulations.</p> <p data-bbox="696 1050 1458 1077">Implement new marketing strategies to enhance the sale of the store.</p>

Job Code	Job Title	Responsibilities
23001	Account Executive	<p data-bbox="696 186 1375 217">Develop sales content (proposals, analysis, and presentations)</p> <p data-bbox="696 260 1090 290">Help deliver presentations to clients</p> <p data-bbox="696 333 1447 363">Coordinate with the in-house teams and vendors to execute projects</p> <p data-bbox="696 406 1559 437">Plan projects from start till the end (budgets, estimates, and project schedules)</p> <p data-bbox="696 480 1361 510">Be updated with our products and services on a regular basis</p> <p data-bbox="696 553 1263 584">Conduct research to inform about client's strategies</p> <p data-bbox="696 627 1520 657">Monitor the progress of the project, considering its expenses, and timelines</p> <p data-bbox="696 700 1016 730">Submit regular status reports</p> <p data-bbox="696 774 987 804">Maintain records and data</p> <p data-bbox="696 847 1115 877">Respond to customer requests quickly</p> <p data-bbox="696 920 1314 951">Stay informed about the latest trends and developments</p>

Job Code	Job Title	Responsibilities
23002	Account Manager	<p>Maintain healthy client relationships.</p> <p>Develop sales strategies to increase the revenue.</p> <p>Determine prospective customers through references and ensure timely follow up.</p> <p>Resolve customer complaints on a priority basis.</p> <p>Record sales tracks and cross-selling.</p> <p>Train and mentor the staff members to maximize the sale.</p> <p>Discover new opportunities with existing clients.</p> <p>Coordinate with other departments to ensure the client receives what they request.</p> <p>Determine the day to day sales targets and ensure they are achieved within the proposed deadline.</p> <p>Keep a record of client transactions and update them at regular intervals.</p> <p>Implement new business development strategies to enhance sales.</p>

Job Code	Job Title	Responsibilities
23003	Account Officer	<p>Maintain receivable and payable accounts.</p> <p>Manage petty cash transactions.</p> <p>Help the team with bookkeeping duties.</p> <p>Correspond with clients and resolve billing issues, if any.</p> <p>Create and maintain reports of business costs (both material and labor).</p> <p>Examine statements for error.</p> <p>Adjust accounts with a common record of the general ledger.</p> <p>Manage common account queries and internal audit processes.</p> <p>Deliver statements to clients, operate compensations and coordinate with heap about invoices on overdue accounts.</p> <p>Supervise and inspect financial records to ensure accuracy and legal and IRS compliance.</p> <p>Make suggestions to management in regards to improvement opportunities in the budget.</p> <p>Create and present all financial findings to top management along with attending face to face meetings for reviews.</p>

Job Code	Job Title	Responsibilities
23004	Account Representative	<p data-bbox="698 186 1361 215">Address customer queries and complaints of assigned clients</p> <p data-bbox="698 260 1429 288">Upsell or cross-sell products/services and approach new customers</p> <p data-bbox="698 333 1554 362">Collaborate with the account managers and submit reports to senior managers</p> <p data-bbox="698 406 1240 435">Be the prime point of contact to assign customers</p> <p data-bbox="698 480 1532 509">Negotiate contracts and manage all the paperwork, e.g. orders, invoices, etc.</p> <p data-bbox="698 553 1559 582">Follow up regularly once you have closed a deal and ensure client's satisfaction</p> <p data-bbox="698 627 1487 655">Respond to customer complaints and queries quickly and defuse tension</p> <p data-bbox="698 700 1339 729">Pass on the issues to the account managers when required</p> <p data-bbox="698 774 1657 802">Generate leads and approach them via email, cold-calling etc. to meet your sales targets</p> <p data-bbox="698 847 1352 876">Submit reports on accounts status, sales activity, and others</p>

Job Code	Job Title	Responsibilities
23005	Bid Manager	<p data-bbox="698 186 1151 215">Researching bid submission opportunities</p> <p data-bbox="698 256 1312 285">Developing and implementing effective bidding strategies</p> <p data-bbox="698 327 1211 355">Identifying new points to be included in the bid</p> <p data-bbox="698 397 1227 426">Planning and creating detailed bidding proposals</p> <p data-bbox="698 467 1693 496">Conducting risk assessment and bringing the issues to the notice of the senior management</p> <p data-bbox="698 537 1227 566">Coordinating with clients, vendors, and suppliers</p> <p data-bbox="698 608 1077 636">Planning and managing the budget</p> <p data-bbox="698 678 985 707">Forecasting market trends</p> <p data-bbox="698 748 1312 777">Coordinating with the team members to compile the bid</p> <p data-bbox="698 818 1189 847">Ensuring that the assigned deadlines are met</p> <p data-bbox="698 888 1518 917">Maintaining a detailed and accurate record of the expenses and other costs</p> <p data-bbox="698 959 1630 987">Understanding the customer requirements and including the same in the bid proposal</p> <p data-bbox="698 1029 1120 1058">Overseeing and negotiating bid pricing</p>

Job Code	Job Title	Responsibilities
23006	Business Development Coordinator	<p data-bbox="696 186 1122 215">Identifying new business opportunities</p> <p data-bbox="696 256 943 285">Generating sales leads</p> <p data-bbox="696 327 1435 355">Developing and implementing promotional campaigns and activities</p> <p data-bbox="696 397 1384 426">Conducting market analysis to check the business performance</p> <p data-bbox="696 467 1167 496">Identifying and contacting potential clients</p> <p data-bbox="696 537 965 566">Creating sales strategies</p> <p data-bbox="696 608 1368 636">Establishing and maintaining long term business relationships</p> <p data-bbox="696 678 1592 707">Coordinating with the Business Development Team to develop proposals/agendas</p> <p data-bbox="696 748 1077 777">Pitching innovative ideas to clients</p> <p data-bbox="696 818 1357 847">Preparing documentation for internal and external meetings</p> <p data-bbox="696 888 1200 917">Creating and maintaining a database of clients</p> <p data-bbox="696 959 1335 987">Monitoring the status of submitted proposals and projects</p> <p data-bbox="696 1029 1480 1058">Discussing customer feedback with the Business Development Manager</p> <p data-bbox="696 1099 1099 1128">Overseeing daily business operations</p>

Job Code	Job Title	Responsibilities
23007	Business Development Manager	<p data-bbox="698 186 1240 215">Determining the potential business opportunities.</p> <p data-bbox="698 260 1361 288">Developing a good relationship with customers and partners.</p> <p data-bbox="698 333 1585 362">Implementing new business development strategies to maximize profit and sales.</p> <p data-bbox="698 406 1576 435">Determining new investment opportunities through market research and trends.</p> <p data-bbox="698 480 1272 509">Providing customer satisfaction through negotiation.</p> <p data-bbox="698 553 1460 582">Implementing operational changes with proper planning and strategy.</p> <p data-bbox="698 627 1727 655">Understanding the needs and preferences of the customer and ensuring that they are fulfilled.</p> <p data-bbox="698 700 1666 729">Meeting the customers and brief them with the policies and procedures of the company.</p> <p data-bbox="698 774 1272 802">Training and mentoring the staff whenever required.</p> <p data-bbox="698 847 1547 876">Discussing the new strategies and policies with other concerned departments.</p> <p data-bbox="698 920 1554 949">Developing new business strategies according to the law and legal procedures.</p>

Job Code	Job Title	Responsibilities
23008	Business Development Representative	<p data-bbox="698 186 1352 215">Identify potential customers from amongst a bunch of leads</p> <p data-bbox="698 256 1552 285">Qualify leads from different marketing campaigns as viable sales opportunities</p> <p data-bbox="698 327 1162 355">Contact prospects via emails and cold calls</p> <p data-bbox="698 397 1169 426">Present the company to prospective clients</p> <p data-bbox="698 467 1547 496">Identify client requirements and suggest them with suitable products/services</p> <p data-bbox="698 537 1632 566">Come up with customized product solutions that will help boost customer satisfaction</p> <p data-bbox="698 608 1229 636">Establish long-term relationships with the clients</p> <p data-bbox="698 678 1335 707">Seek new business opportunities in the market proactively</p> <p data-bbox="698 748 1355 777">Coordinate with Account Managers for client status updates</p> <p data-bbox="698 818 1767 847">Submit reports to Business Development Manager on weekly, monthly, and quarterly sales results</p> <p data-bbox="698 888 1167 917">Keep updated about latest business trends</p>

Job Code	Job Title	Responsibilities
23009	Chief Relations Manager	<p data-bbox="696 188 1839 215">Organize a day to day meetings with the clients to make sure that the client is satisfied with the services.</p> <p data-bbox="696 260 1346 287">Establish the company's purchase, profit, and income goals.</p> <p data-bbox="696 331 1294 359">Make suitable strategies to fulfill customer's demands.</p> <p data-bbox="696 403 1924 430">Behave as a center of communication for issues and resolve the complaints of clients in the most applicable way.</p> <p data-bbox="696 475 2024 534">Make use of Customer Relationship Management (CRM) software to facilitate seamless working among the peers and the customers.</p> <p data-bbox="696 579 1610 606">Create and implement strategic plans for building these specific client relationships.</p> <p data-bbox="696 651 1787 678">Create seeking high-level placements in print, media relations strategy, broadcast, and social media.</p> <p data-bbox="696 722 1570 750">Develop content for by lined articles, press releases, and keynote presentations.</p>

Job Code	Job Title	Responsibilities
23010	Engagement Manager	<p data-bbox="696 188 1115 215">Encourage positive client relationships</p> <p data-bbox="696 260 1496 287">Assist clients to implement different services and plan projects effectively</p> <p data-bbox="696 331 1339 359">Ensure that the contract terms and conditions are fully met</p> <p data-bbox="696 403 1189 430">Manage bills and invoices for assigned clients</p> <p data-bbox="696 475 1480 502">Ensure customer engagement throughout the sales and support process</p> <p data-bbox="696 547 1182 574">Identify upselling and cross-selling prospects</p> <p data-bbox="696 619 1263 646">Address customer queries with efficiency and speed</p> <p data-bbox="696 691 1563 718">Collaborate with the entire sales team members to generate new opportunities</p> <p data-bbox="696 762 1193 790">Prepare reports on the project's performance</p> <p data-bbox="696 834 1630 861">Suggest new strategies and changes to the project while managing client expectations</p>

Job Code	Job Title	Responsibilities
23011	Field Sales (Outside Sales) Representative	<p>'Get the Sale' by using different customer sales techniques</p> <p>Forecast sales, generate 'out of the box' sale methodologies and evaluate their effectiveness</p> <p>Attract new clients by devising new strategies and sales processes</p> <p>Evaluate client's needs, skills and build a productive long lasting relationship</p> <p>Meet individual and your team's sales targets</p> <p>Collaborate with other sales reps to discuss on best sales techniques</p> <p>Research particular accounts and follow or generate via sales leads</p> <p>Attend sales events, meetings, and training sessions to keep yourself abreast of the latest developments</p> <p>Provide feedback to senior management with the help of statistics</p> <p>Expand and maintain client database within the particular territory</p> <p>Generate daily as well as monthly sales reports</p>

Job Code	Job Title	Responsibilities
23012	Field Sales Manager	<p data-bbox="698 186 1290 215">Developing sales plans as per the organizational goals.</p> <p data-bbox="698 256 1252 285">Prioritizing and delegating tasks to team members.</p> <p data-bbox="698 327 1236 355">Assisting in hiring and training of new employees.</p> <p data-bbox="698 397 1413 426">Maintaining a good relationship with new and existing customers.</p> <p data-bbox="698 467 1839 496">Understanding the needs of the customers and notifying them about the available products and services.</p> <p data-bbox="698 537 1464 566">Coordinating with the Field Sales Representatives and Sales Managers.</p> <p data-bbox="698 608 1489 636">Organizing training sessions for the team members as and when needed.</p> <p data-bbox="698 678 1167 707">Preparing sales reports on a monthly basis.</p> <p data-bbox="698 748 1337 777">Offering proper and timely sales support to the customers.</p> <p data-bbox="698 818 1039 847">Ensuring customer satisfaction.</p> <p data-bbox="698 888 1749 917">Attending meetings with the head team members to discuss the improvements in the sales plan.</p> <p data-bbox="698 959 1561 987">Staying up to date on various productive marketing investments and strategies.</p>

Job Code	Job Title	Responsibilities
23013	Inside Sales Manager	<p data-bbox="696 188 1563 215">Determine the sales targets for the team and ensure that they are met on time.</p> <p data-bbox="696 260 1272 287">Propose new methods to strategically improve sales.</p> <p data-bbox="696 331 1361 359">Coordinate with other departments to achieve set deadlines.</p> <p data-bbox="696 403 1413 430">Supervise the team with policies and procedures of the company.</p> <p data-bbox="696 475 1368 502">Hire and recruit sales staff by coordinating with the HR Team.</p> <p data-bbox="696 547 1462 574">Train, evaluate and monitor the performance of sales representatives.</p> <p data-bbox="696 619 1543 646">Use customer feedback to create approaches about new features or products</p> <p data-bbox="696 691 1039 718">Prepare regular sales forecasts.</p> <p data-bbox="696 762 1218 790">Prepare follow up reports of the monthly sales.</p> <p data-bbox="696 834 1559 861">Monitor the impact of the new policies implemented to generate sales growth.</p> <p data-bbox="696 906 1167 933">Ensure a good relationship with the clients.</p> <p data-bbox="696 978 1305 1005">Determine new opportunities through market research.</p> <p data-bbox="696 1050 1272 1077">Evaluate the potential risks and threats in the future.</p>

Job Code	Job Title	Responsibilities
23014	Inside Sales Representative	<p data-bbox="696 186 1962 215">Find new sales opportunities in an effective manner through cold calls (inbound and outbound) and lead follow-ups.</p> <p data-bbox="696 260 1122 288">Promote the business of our company.</p> <p data-bbox="696 333 1503 362">Research on potential leads from business directories or digital resources.</p> <p data-bbox="696 406 1473 435">Give online demos to our clients and respond to their queries patiently.</p> <p data-bbox="696 480 1155 509">Maintain and manage the client database.</p> <p data-bbox="696 553 1200 582">Follow standards and maintain quality results.</p> <p data-bbox="696 627 1317 655">Schedule calls to educate the clients about our products.</p> <p data-bbox="696 700 2024 751">Search and qualify leads as potential customers for sales (online portals, social media campaigns, web research, directory, personal reference, etc).</p> <p data-bbox="696 796 1346 825">Work closely with the sales team and achieve the set goals.</p> <p data-bbox="696 869 1480 898">Monitor, track and document the status of a high volume of sales leads.</p> <p data-bbox="696 943 1379 971">Stay up to date knowledge of new products and their features.</p> <p data-bbox="696 1016 1357 1045">Track sales metrics on a weekly quarterly and monthly basis.</p>

Job Code	Job Title	Responsibilities
23015	Insurance Agent	<p>Maintaining good relationships with individual customers.</p> <p>Expanding our customer base by different methods such as cold calls, emails, and references.</p> <p>Proposing different types of insurance plans to the customers according to their financial conditions.</p> <p>Analyzing the customer's risk profile and suggesting a protection plan according to their circumstances.</p> <p>Determining the risk management strategies for prospective customers according to their needs.</p> <p>Determining the protection coverage rates by calculating the immediate action plans.</p> <p>Explaining the policies in detail to the customers as per their needs.</p> <p>Making new policies and plans according to the insurance companies' policies and modifying the existing ones.</p> <p>Making a report on the monthly targets of insurance sales.</p> <p>Updating and maintaining the record of clients on a regular basis</p>

Job Code	Job Title	Responsibilities
23016	Regional Sales Manager	<p data-bbox="698 186 1592 215">Setting sales objectives along with other Sales Analysts and Sales Representatives.</p> <p data-bbox="698 256 1178 285">Developing a sales plan with the Sales team.</p> <p data-bbox="698 327 1364 355">Promoting products and services offered by the organization.</p> <p data-bbox="698 397 1326 426">Implementing sales strategies and achieving sales targets.</p> <p data-bbox="698 467 1585 496">Maintaining a good relationship with distributors, vendors, and business partners.</p> <p data-bbox="698 537 1444 566">Creating and maintaining monthly sales reports for different regions.</p> <p data-bbox="698 608 1444 636">Presenting reports to the head office and highlighting the key points.</p> <p data-bbox="698 678 1205 707">Suggesting improvements in sales approaches.</p> <p data-bbox="698 748 1444 777">Assisting in hiring, training, and development of new sales members.</p> <p data-bbox="698 818 1384 847">Coordinating with the Store Manager and knowing their needs.</p> <p data-bbox="698 888 1335 917">Preparing a sales budget for various departmental regions.</p> <p data-bbox="698 959 1411 987">Ensuring the store adheres to the compliance of the organization.</p> <p data-bbox="698 1029 1377 1058">Staying up to date on various market trends and sales analysis.</p>

Job Code	Job Title	Responsibilities
23017	Relationship Manager	<p>Maintain pleasant relationships with the clients.</p> <p>Recognize key staff in customer companies to promote beneficial affiliations.</p> <p>Comprehend the complications and difficulties faced by the clients to solve them in the best possible manner.</p> <p>Cultivate the business and recognize new business opportunities for the improvement of management and business.</p> <p>Figure out the objections and dissatisfaction of any client and resolve them in the best possible manner.</p> <p>Organize meetups with the customers to tell them about our services in an attempt to counsel them about their preferences.</p> <p>Oversee the actions of the competitors and build effective strategies.</p> <p>Notify and brief the sales team of new sales and cross-selling opportunities.</p> <p>Promote and maintain a positive company image.</p> <p>Develop and implement campaign strategies for customer support management as well as for basic marketing operations.</p> <p>Prepare reports on existing and future brand collaborations to improve a centralized relationship database.</p>

Job Code	Job Title	Responsibilities
23018	Sales Account Manager	<p>Manage a portfolio of client accounts to ensure long-term success.</p> <p>Develop positive relationships and promptly handle the customer's requirements.</p> <p>Generate new sales by making use of the existing and potential sales networks.</p> <p>Resolve customer queries and handle their requirements in a timely manner.</p> <p>Negotiate contracts of products and services with the client.</p> <p>Supervise the account representatives and sales management team to ensure the number of sales increase.</p> <p>Report on the status of transactions and accounts.</p> <p>Set and track down sale account targets that are aligned with the company's objectives</p> <p>Monitor the sales metrics regularly.</p> <p>Suggest suitable actions that can help improve sales performance and identify opportunities to grow.</p>

Job Code	Job Title	Responsibilities
23019	Sales Administrator	<p data-bbox="698 186 1093 215">Executing orders via email or phone.</p> <p data-bbox="698 256 1133 285">Checking the invoices for data accuracy.</p> <p data-bbox="698 327 1339 355">Keeping a track of customer information and sales records.</p> <p data-bbox="698 397 1722 426">Generating client leads as well as making efforts towards increasing the number of customers.</p> <p data-bbox="698 467 1664 496">Organizing, collecting and filing sales orders using knowledge of electronic filing systems.</p> <p data-bbox="698 537 1335 566">Inspecting the orders and statements for data correctness.</p> <p data-bbox="698 608 1704 636">Communicating with the customers to get the desired information and answer their queries.</p> <p data-bbox="698 678 1525 707">Collaborating with the Logistics department to ensure well-timed deliveries.</p> <p data-bbox="698 748 1301 777">Assisting in Diary management and arranging meetings.</p> <p data-bbox="698 818 1447 847">Staying well informed about the new goods and their characteristics.</p> <p data-bbox="698 888 1458 917">Assigning sales targets and other such duties to the sales department.</p> <p data-bbox="698 959 1659 987">Calculating the commission that is payable to salespersons on the sales they have made.</p> <p data-bbox="698 1029 1402 1058">Generating supply and upgrade sales reports on a monthly basis.</p> <p data-bbox="698 1099 1514 1128">Developing and presenting sales figures to senior sales team/management.</p>

Job Code	Job Title	Responsibilities
23020	Sales Analyst	<p data-bbox="696 188 1406 215">Determining sales potential based on new and existing sales data</p> <p data-bbox="696 260 1317 287">Gathering and analyzing data to prepare detailed reports</p> <p data-bbox="696 331 1444 359">Presenting weekly/monthly sales reports to the Senior Management</p> <p data-bbox="696 403 1469 430">Coordinating with the Marketing team to create promotional materials</p> <p data-bbox="696 475 1346 502">Suggesting ways to improve marketing and sales campaigns</p> <p data-bbox="696 547 1155 574">Forecasting new industry and sales trends</p> <p data-bbox="696 619 1368 646">Reviewing the company's past and current sales performance</p> <p data-bbox="696 691 1397 718">Referring to internal and external sources for report preparation</p> <p data-bbox="696 762 1570 790">Presenting detailed insights, recommendations, and feedback on company sales</p> <p data-bbox="696 834 1122 861">Developing sales quotes and strategies</p> <p data-bbox="696 906 1312 933">Conducting thorough research on current market trends</p> <p data-bbox="696 978 1218 1005">Analyzing the company's revenue and expenses</p> <p data-bbox="696 1050 1173 1077">Evaluating and developing pricing proposals</p> <p data-bbox="696 1121 976 1149">Optimizing sales activities</p>

Job Code	Job Title	Responsibilities
23021	Sales Associate	<p data-bbox="696 188 1473 215">Greet customers and provide information on the products and services.</p> <p data-bbox="696 260 1285 287">Maintain the cash register and other financial records.</p> <p data-bbox="696 331 1375 359">Assist customers throughout the buying process to drive sales.</p> <p data-bbox="696 403 1561 430">Answer all the queries the customers have regarding the products and services.</p> <p data-bbox="696 475 1337 502">Achieve monthly sales targets and set organizational goals.</p> <p data-bbox="696 547 1397 574">Handle inventory levels and restock them as and when required.</p> <p data-bbox="696 619 1301 646">Work in collaboration with other Sales Representatives.</p> <p data-bbox="696 691 1317 718">Provide excellent customer satisfaction to increase sales.</p> <p data-bbox="696 762 1375 790">Manage and supervise the return process of any merchandise.</p> <p data-bbox="696 834 1516 861">Adhere to compliance in regards to the store functionality and appearance.</p> <p data-bbox="696 906 1413 933">Manage customer's complaints in an accurate and timely manner.</p> <p data-bbox="696 978 1227 1005">Get involved and plan out promotional activities.</p> <p data-bbox="696 1050 1520 1077">Suggest ways and devise strategies to improve sales in an effective manner.</p>

Job Code	Job Title	Responsibilities
23022	Sales Consultant	<p>Research regarding specifications as well as features on the products and services the company offers.</p> <p>Work closely with the Marketing team to plan marketing strategies.</p> <p>Set sales targets and goals for the company.</p> <p>Analyze and monitor sales metrics and their effectiveness.</p> <p>Interact with clients and identify their objectives and goals.</p> <p>Maintain a vigorous relationship with the new as well as existing clients.</p> <p>Follow up with the client to make sure they are satisfied with the products and services.</p> <p>Train new staff members in the Sales Department to make sales to potential clients.</p> <p>Find potential clients through networking and cold calling.</p> <p>Stay updated with the latest sales trends and effective practices.</p>
23023	Sales Director	<p>Develop and implement a strategic plan that helps achieve sales targets and expand the customer base.</p> <p>Own and exceed annual sales targets within the assigned accounts and territory.</p> <p>Build and retain strong and long-lasting relationships with the customers.</p> <p>Partner with customers to understand the business requirements and objectives.</p> <p>Communicate the value proposition of our products and services via presentations and proposals effectively.</p> <p>Report on forces that shift strategic direction and tactical budgets of accounts.</p>

Job Code	Job Title	Responsibilities
23024	Sales Lead	<p data-bbox="698 186 1317 215">Preparing effective sales models to enhance sales funnel</p> <p data-bbox="698 256 1200 285">Ensuring monthly/yearly sales targets are met</p> <p data-bbox="698 327 1249 355">Assisting in hiring and training new team members</p> <p data-bbox="698 397 1234 426">Monitoring performance of Sales Team members</p> <p data-bbox="698 467 1167 496">Handling customer complaints and queries</p> <p data-bbox="698 537 1223 566">Preparing and presenting a detailed sales report</p> <p data-bbox="698 608 1767 636">Developing social media campaigns and promotional email marketing templates to maximize sales</p> <p data-bbox="698 678 1245 707">Monitoring and managing inventory requirements</p> <p data-bbox="698 748 1827 777">Maintaining contact details like the email address, phone numbers of qualified leads for further process</p> <p data-bbox="698 818 1662 847">Ensuring the company's products and services are optimized to appear in search engines</p> <p data-bbox="698 888 1397 917">Identifying new sales opportunities and emerging market trends</p> <p data-bbox="698 959 1122 987">Setting sales targets and revenue goals</p> <p data-bbox="698 1029 1753 1058">Attracting potential customers by highlighting standout product/service offerings on white paper</p> <p data-bbox="698 1099 1285 1128">Representing the company at trade shows and events</p>

Job Code	Job Title	Responsibilities
23025	Sales Representative	<p data-bbox="696 186 1391 215">Handle customer complaints actively and resolve them on time.</p> <p data-bbox="696 260 1447 288">Explain the policies of the company to our customers via cold calling.</p> <p data-bbox="696 333 1290 362">Sell products and services by convincing the customer.</p> <p data-bbox="696 406 1440 435">Coordinate with other team members as well as other departments.</p> <p data-bbox="696 480 1205 509">Manage the merchandise returns and refunds.</p> <p data-bbox="696 553 1274 582">Provide existing customers with exceptional support.</p> <p data-bbox="696 627 1328 655">Take notes of customer demands, needs and preferences.</p> <p data-bbox="696 700 1323 729">Make a daily activity report and submit it to the manager.</p> <p data-bbox="696 774 1122 802">Meet monthly sales targets effectively.</p> <p data-bbox="696 847 1077 876">Process orders and sales contracts.</p> <p data-bbox="696 920 1355 949">Explain the complete details of the product to the customer.</p>

Job Code	Job Title	Responsibilities
23026	Sales Training Specialist	<p>Evaluate the strengths and weaknesses of the team members.</p> <p>Identify the training needs of the Sales Department.</p> <p>Develop effective sales training programs as per the company's budget.</p> <p>Create the training material and make improvements to it according to the need.</p> <p>Develop sales training activities like role plays, discussions and different exercises to strengthen the team's skills</p> <p>Select the most suitable training method</p> <p>Assess the performance of the sales team to determine the effect of training</p> <p>Develop training and orientation programs for newly hired staff</p> <p>Coordinate with the sales team and collect feedback regarding training programs</p> <p>Maintain and update training records in the company's database</p> <p>Keep yourself updated about sales training developments</p>

Job Code	Job Title	Responsibilities
23027	Senior Sales Representative	<p data-bbox="696 188 1480 215">Assisting Junior Sales Representatives in identifying potential customers</p> <p data-bbox="696 260 1977 287">Contacting the developed customer list via different communication channels like cold calling and promotional emails</p> <p data-bbox="696 331 1323 359">Preparing and presenting sales presentations and reports</p> <p data-bbox="696 403 1447 430">Researching and analyzing competitor product offerings and services</p> <p data-bbox="696 475 1435 502">Determining customer preferences by analyzing consumer behavior</p> <p data-bbox="696 547 1111 574">Developing innovative sales strategies</p> <p data-bbox="696 619 1447 646">Addressing customer complaints in a timely and professional manner</p> <p data-bbox="696 691 1529 718">Expanding industry knowledge by attending workshops and training sessions</p> <p data-bbox="696 762 1473 790">Presenting, promoting, and selling company products/services ethically</p> <p data-bbox="696 834 1507 861">Developing and maintaining positive and long term customer relationships</p> <p data-bbox="696 906 1211 933">Achieving sales targets within the set deadlines</p> <p data-bbox="696 978 1413 1005">Scheduling and conducting product demonstrations and webinars</p> <p data-bbox="696 1050 1402 1077">Conducting market research to identify the latest industry trends</p>

Job Code	Job Title	Responsibilities
23028	Service Writer	<p data-bbox="698 186 1279 215">Updating and maintaining customer records and files</p> <p data-bbox="698 256 1514 285">Monitoring upcoming servicing schedule and booking future appointments</p> <p data-bbox="698 327 1368 355">Calling and reminding customers about service appointments</p> <p data-bbox="698 397 1787 426">Coordinating with the Service Technicians in understanding the approximate servicing time required</p> <p data-bbox="698 467 1151 496">Placing orders for any auto parts required</p> <p data-bbox="698 537 1267 566">Communicating the servicing costs to the customers</p> <p data-bbox="698 608 1292 636">Preparing and handing out service instruction manuals</p> <p data-bbox="698 678 1391 707">Entering the repair/service details into the company's database</p> <p data-bbox="698 748 1337 777">Cross-checking motor/auto warranty and insurance details</p> <p data-bbox="698 818 1509 847">Conducting service follow-up calls and gathering feedback from customers</p> <p data-bbox="698 888 1357 917">Writing down any customer complaints and service requests</p> <p data-bbox="698 959 1305 987">Addressing customer queries via phone calls and emails</p> <p data-bbox="698 1029 1368 1058">Keeping the customers up-to-date with their service schedule</p> <p data-bbox="698 1099 1160 1128">Pitching new servicing offers to customers</p>

Job Code	Job Title	Responsibilities
23029	Telecaller	<p>Answering phones and explaining the product and services offered by the company.</p> <p>Contacting existing customers as well as prospective customers using scripts.</p> <p>Obtaining customer information and other relevant data.</p> <p>Asking questions to the customer and understanding their specifications.</p> <p>Resolving queries and issues related to the products and services.</p> <p>Making recordings of all the sales phone calls and sales deals.</p> <p>Taking and processing product orders in a professional manner.</p> <p>Maintaining the database of the customers on a regular basis.</p> <p>Suggesting solutions based on customer's needs and requirements.</p>

Job Code	Job Title	Responsibilities
23030	Telemarketer	<p>Call our prospective customers using a provided phone directory to sell merchandise/services or even solicit donations</p> <p>Answer all the incoming calls from potential clients.</p> <p>Write sales scripts to close the sale deals.</p> <p>Use documents to provide accurate details about the product's features, its price range, etc along with the benefits it offers.</p> <p>Ask logical questions to understand the customer's needs</p> <p>Persuade the clients to buy by explaining to them how the services or products meet their requirements</p> <p>Deal with doubts and complaints to secure the company's reputation.</p> <p>Prepare sales records and all the useful information</p> <p>Go 'extra mile' to achieve sales targets and facilitate future sales</p>

Job Code	Job Title	Responsibilities
23031	Telemarketing Executive	<p data-bbox="698 186 1146 215">Setting sales targets for the organization.</p> <p data-bbox="698 256 1397 285">Assigning tasks to the Telemarketers to achieve sales objectives.</p> <p data-bbox="698 327 1487 355">Communicating with the customers via cold calling and email marketing.</p> <p data-bbox="698 397 1290 426">Explaining the products and services to the customers.</p> <p data-bbox="698 467 1487 496">Writing scripts with all information required to understand the products.</p> <p data-bbox="698 537 1173 566">Resolving customer complaints and doubts.</p> <p data-bbox="698 608 1137 636">Attending meetings with the sales team.</p> <p data-bbox="698 678 1061 707">Following up with the customers.</p> <p data-bbox="698 748 1375 777">Answering prospective customer's calls as and when required.</p> <p data-bbox="698 818 1182 847">Solving all the technical problems efficiently.</p> <p data-bbox="698 888 1223 917">Preparing the sales reports for future reference.</p> <p data-bbox="698 959 1375 987">Create a customer database with all the required information.</p>

Job Code	Job Title	Responsibilities
23032	Territory Manager	<p data-bbox="696 188 1256 215">Identify local business challenges and opportunities</p> <p data-bbox="696 260 1249 287">Plan effective sales strategies to ensure good sales</p> <p data-bbox="696 331 1839 359">Act as a viable point of contact for both existing, as well as, potential customers within a certain territory</p> <p data-bbox="696 403 1585 430">Report on regional sales outcomes on weekly, monthly, quarterly and yearly basis</p> <p data-bbox="696 475 1207 502">Present our products/services to the prospects</p> <p data-bbox="696 547 1480 574">Identify exact customer needs and recommend viable product solutions</p> <p data-bbox="696 619 1890 646">Work closely with sales teams and other internal teams to accomplish individual, as well as, group sales quota</p> <p data-bbox="696 691 1897 718">Coordinate with the marketing and design teams to contribute towards making engaging promotional content</p> <p data-bbox="696 762 1794 790">Answer customer queries about the product feature, its pricing and additional services being offered</p> <p data-bbox="696 834 1290 861">Ensure that customer complaints are resolved on time</p> <p data-bbox="696 906 1155 933">Cross-sell our products, when appropriate</p> <p data-bbox="696 978 2085 1034">Collaborate with the sales representatives from different regions to share along the best practices and also support a consistent sales approach</p>

Job Code	Job Title	Responsibilities
23033	Territory Sales Manager	<p data-bbox="698 186 1245 215">Preparing territory sales and marketing strategies.</p> <p data-bbox="698 256 1167 285">Training and guiding Sales Representatives.</p> <p data-bbox="698 327 1187 355">Evaluating the team members' performance.</p> <p data-bbox="698 397 1323 426">Travelling to the assigned territory as and when required.</p> <p data-bbox="698 467 1594 496">Understanding the needs and requirements of customers in the assigned territory.</p> <p data-bbox="698 537 1579 566">Explaining the customer about the product and services offered by the company.</p> <p data-bbox="698 608 1736 636">Determining the sales and marketing methods for increasing sales within the assigned territory.</p> <p data-bbox="698 678 1088 707">Meeting the company expectations.</p> <p data-bbox="698 748 1290 777">Taking feedback from the customers on a timely basis.</p> <p data-bbox="698 818 1279 847">Conducting survey to understand their specifications.</p> <p data-bbox="698 888 1303 917">Creating brand awareness within the assigned territory.</p> <p data-bbox="698 959 1393 987">Motivating the Sales Representatives and other team members.</p> <p data-bbox="698 1029 1294 1058">Maintaining a healthy relationship with the customers.</p> <p data-bbox="698 1099 1124 1128">Analyzing the sales results and metrics.</p>

Job Code	Job Title	Responsibilities
23034	Wholesale Account Manager	<p data-bbox="696 186 1543 215">Identifying and contacting potential business partners, vendors, and suppliers</p> <p data-bbox="696 256 1234 285">Seeking and managing bulk orders and purchases</p> <p data-bbox="696 327 1375 355">Establishing new and existing long-term business relationships</p> <p data-bbox="696 397 1547 426">Negotiating contract terms and conditions with business partners and vendors</p> <p data-bbox="696 467 1151 496">Developing and achieving sales objectives</p> <p data-bbox="696 537 1155 566">Reviewing sales figures and performances</p> <p data-bbox="696 608 1285 636">Analyzing and developing strategies to maximize sales</p> <p data-bbox="696 678 1319 707">Attending trade shows, meetings, and networking events</p> <p data-bbox="696 748 1252 777">Supervising and reviewing employees performance</p> <p data-bbox="696 818 1106 847">Organizing and maintaining inventory</p> <p data-bbox="696 888 1346 917">Ensuring all shipments are received and dispatched on time</p> <p data-bbox="696 959 1211 987">Reviewing sales KPIs and preparing sales report</p> <p data-bbox="696 1029 1238 1058">Anticipating demand and acquiring new materials</p> <p data-bbox="696 1099 1346 1128">Maintaining a record of all accounts payable and receivable</p>

Job Code	Job Title	Responsibilities
23035	Wholesale Assistant	<p data-bbox="698 186 1352 215">Placing bulk orders and managing the shipment of the same</p> <p data-bbox="698 256 1518 285">Contacting and coordinating with vendors, suppliers, and business partners</p> <p data-bbox="698 327 1205 355">Maintaining long lasting business relationships</p> <p data-bbox="698 397 1458 426">Developing vendor contracts and negotiating its terms and conditions</p> <p data-bbox="698 467 1563 496">Coordinating with the Wholesale Manager to identify sales objectives and goals</p> <p data-bbox="698 537 1326 566">Planning and creating effective sale maximizing strategies</p> <p data-bbox="698 608 1086 636">Conducting timely inventory checks</p> <p data-bbox="698 678 1258 707">Collecting vendor invoices and processing the same</p> <p data-bbox="698 748 1288 777">Meeting with clients and attending networking events</p> <p data-bbox="698 818 1034 847">Executing merchandizing plans</p> <p data-bbox="698 888 1417 917">Networking with industry professionals at trade shows and events</p> <p data-bbox="698 959 1135 987">Training and supervising team members</p> <p data-bbox="698 1029 1514 1058">Monitoring competitor activities and developing new market opportunities</p> <p data-bbox="698 1099 1373 1128">Analyzing sales report and suggesting improvement measures</p>

Job Code	Job Title	Responsibilities
24001	Crime Analyst	<p data-bbox="698 186 1167 213">Collecting data related to criminal activities</p> <p data-bbox="698 256 1458 284">Analyzing data to determine trends or any recurring criminal behavior</p> <p data-bbox="698 327 1621 354">Cross-examining and interviewing eyewitnesses or those present at the crime scenes</p> <p data-bbox="698 397 1469 424">Coordinating with law enforcement personnel to solve the case sooner</p> <p data-bbox="698 467 1294 494">Assisting Police Officers when visiting the crime scenes</p> <p data-bbox="698 537 1547 564">Communicating with Forensic experts in gathering and analyzing DNA samples</p> <p data-bbox="698 608 1442 635">Collecting photographs or any other evidence from the crime scenes</p> <p data-bbox="698 678 1785 705">Writing detailed crime reports by referring to the crime statistics, trends, and existing police reports</p> <p data-bbox="698 748 1330 775">Developing and implementing crime prevention strategies</p> <p data-bbox="698 818 1144 845">Offering court testimonials when needed</p> <p data-bbox="698 888 1319 916">Creating and maintaining a database of criminal activities</p>

Job Code	Job Title	Responsibilities
24002	Fraud Investigator	<p data-bbox="696 186 1272 215">Researching and conducting thorough investigations</p> <p data-bbox="696 256 1458 285">Compiling and maintaining a document of all investigative procedures</p> <p data-bbox="696 327 1368 355">Interviewing suspects and witnesses to ascertain fraud claims</p> <p data-bbox="696 397 1541 426">Recommending preventive measures and putting in place anti-fraud schemes</p> <p data-bbox="696 467 1644 496">Collecting evidence and relevant financial documents to ease fellow investigators work</p> <p data-bbox="696 537 1355 566">Presenting evidence and supporting documentation in court</p> <p data-bbox="696 608 1550 636">Assisting other fraud examiners and private investigators for field assignments</p> <p data-bbox="696 678 1205 707">Conducting timely and unbiased investigations</p> <p data-bbox="696 748 1440 777">Researching evidence and reviewing it for authenticity and accuracy</p> <p data-bbox="696 818 1218 847">Collating all research data into a detailed report</p> <p data-bbox="696 888 1379 917">Coordinating with Defence Attorneys for disposition strategies</p> <p data-bbox="696 959 1570 987">Monitoring bank accounts and financial transactions of victims that claims fraud</p> <p data-bbox="696 1029 1391 1058">Utilizing law enforcement resources for investigation assistance</p> <p data-bbox="696 1099 1308 1128">Supervising investigations conducted by team members</p>

Job Code	Job Title	Responsibilities
24003	Mall Security Guard	<p data-bbox="698 186 1205 215">Performing regular security checks and patrols</p> <p data-bbox="698 256 1350 285">Maintaining a record of any criminal activity or irregularities</p> <p data-bbox="698 327 1509 355">Providing crowd control and assisting visitors and staff during emergencies</p> <p data-bbox="698 397 1137 426">Offering asset protection when required</p> <p data-bbox="698 467 1845 496">Contacting emergency services like firefighters, law enforcement officers, and medical help when needed</p> <p data-bbox="698 537 1191 566">Escorting people and staff members to safety</p> <p data-bbox="698 608 1480 636">Inspecting people, vehicles, and other belongings at entrances and exits</p> <p data-bbox="698 678 1319 707">Ensuring minimal to zero damage to people and property</p> <p data-bbox="698 748 1420 777">Monitoring surveillance equipment to access its working condition</p> <p data-bbox="698 818 1111 847">Maintaining a report of daily activities</p> <p data-bbox="698 888 1364 917">Ringing alarms to notify people of any unusual circumstances</p> <p data-bbox="698 959 1279 987">Informing violators and suspects of security breaches</p> <p data-bbox="698 1029 1554 1058">Noting the time and obtaining signatures at entrances and exits when required</p> <p data-bbox="698 1099 1189 1128">Identifying and troubleshooting malfunctions</p>

Job Code	Job Title	Responsibilities
24004	Security Guard	<p data-bbox="696 186 1328 215">Monitor and protect property entrance and vehicle gates.</p> <p data-bbox="696 256 1563 285">Maintain a safe and secure environment by protecting the company's property.</p> <p data-bbox="696 327 1503 355">Monitoring surveillance cameras and reporting suspicious behavior if any.</p> <p data-bbox="696 397 1346 426">Respond quickly to alarms and respond in a timely manner.</p> <p data-bbox="696 467 2089 496">Authorize the entrance and departure of employees, visitors and other people to protect and maintain security in the premises.</p> <p data-bbox="696 537 1458 566">Ensure all the doors, windows and all other exists are closed properly.</p> <p data-bbox="696 608 1520 636">Observe and investigate suspicious incidents and signs of crime or disorder.</p> <p data-bbox="696 678 1704 707">Communicating with law enforcement, emergency medical personnel, and fire departments.</p> <p data-bbox="696 748 1211 777">Ability to perform first aid procedures and CPR.</p> <p data-bbox="696 818 1323 847">Ability to provide information during non-business hours.</p> <p data-bbox="696 888 1939 917">Inspect and adjust security equipment and system to ensure operational use and to detect evidence of tampering.</p> <p data-bbox="696 959 1301 987">Maintain an activity log and daily surveillance activities.</p> <p data-bbox="696 1029 1290 1058">Prepare and submit reports of every suspicious action.</p>

Job Code	Job Title	Responsibilities
24005	Security Manager	<p data-bbox="698 186 1509 215">Implementing and developing security procedures, protocols, and policies.</p> <p data-bbox="698 256 1637 285">Planning and coordinating various security operations for the organization's functions.</p> <p data-bbox="698 327 1680 355">Monitoring security expenses as well as controlling budgets for all the security operations.</p> <p data-bbox="698 397 1442 426">Hiring, training, and overseeing security guards and security officers.</p> <p data-bbox="698 467 1648 496">Creating security reports for the management on organization's current security status.</p> <p data-bbox="698 537 1514 566">Attending meetings with Managers to determine operations requirements.</p> <p data-bbox="698 608 1677 636">Coordinating with the security staff while responding to alarms and emergency situations.</p> <p data-bbox="698 678 1653 707">Collaborating with the Admin as well as the Housekeeping team in case of emergencies.</p>

Job Code	Job Title	Responsibilities
24006	Security Officer	<p data-bbox="696 188 1413 215">Inspect the in and out of the business premises on a regular basis.</p> <p data-bbox="696 260 1317 287">Setting up and installing security equipment if necessary.</p> <p data-bbox="696 331 1173 359">Monitor surveillance cameras continuously.</p> <p data-bbox="696 403 1574 430">Ensure no outsider enters the premises without permission from the authorities.</p> <p data-bbox="696 475 1095 502">Patrol access points of the premises.</p> <p data-bbox="696 547 1478 574">Ensure that doors and windows are locked properly after the operation.</p> <p data-bbox="696 619 1178 646">Identify risk in a security situation promptly.</p> <p data-bbox="696 691 1473 718">Create a report for the incidents and submit it to the Security Manager.</p> <p data-bbox="696 762 1344 790">Help clients or new employers with their security concerns.</p> <p data-bbox="696 834 1368 861">Ensure the employee vehicles are parked in a proper manner.</p> <p data-bbox="696 906 1552 933">Work in collaboration with team members to ensure a safe work environment.</p> <p data-bbox="696 978 1404 1005">Maintain safety via legal security compliance of the organization.</p> <p data-bbox="696 1050 1216 1077">Prepare and submit day to day security reports.</p>

Job Code	Job Title	Responsibilities
25001	Airline Pilot	<p data-bbox="696 188 2033 252">Ensure that the flight schedule and plan are made properly according to the right altitudes, the number of passengers, and correct flight operations.</p> <p data-bbox="696 296 1621 323">Determine any potential risks during the flight and discuss them with the authorities.</p> <p data-bbox="696 368 1877 395">Maintain good relations with the cabin crew and flight instructor and coordinate with them during the flight.</p> <p data-bbox="696 440 1675 467">Ensure safe flight by pre-checking any faults, weight limits, radars and navigation systems.</p> <p data-bbox="696 512 1290 539">Manage and guide aircraft along planned flight routes.</p> <p data-bbox="696 584 1809 611">Monitor flight engines, fuel consumption, weather conditions, and other aircraft systems during flight.</p> <p data-bbox="696 655 1554 683">Ensure safe take-off and safe landing by communicating with air traffic control.</p> <p data-bbox="696 727 1693 754">Make a report after the flight about the condition of an airplane and the status of the flight.</p> <p data-bbox="696 799 1957 826">Follow the protocols according to the basic standards and take necessary measures according to the circumstances.</p> <p data-bbox="696 871 2087 935">Make quick decisions according to the situation and address the passengers and crew with the necessary safety measures when required.</p> <p data-bbox="696 979 1151 1007">Handle emergencies patiently and calmly.</p>

Job Code	Job Title	Responsibilities
25002	Cabin Crew	<p>Comprehend the obligations of your appointed position amid flight and act your best by helping the passengers.</p> <p>Welcome passengers on board and help them to their seats and responsible for ensuring that all hand luggage is in the appropriate place.</p> <p>Make sure that passengers are satisfied by assisting them and answering their inquiries.</p> <p>Verify lodge before take-off to guarantee compliance for safety controls and safety equipment.</p> <p>Serving meals and refreshments to the passengers during the flight.</p> <p>Present emergency equipment and provide a “safety” introduction in an organized way.</p> <p>Screen the cabin frequently for the whole span of the flight.</p> <p>Cling to build controls and systems.</p> <p>Be patient and offer help to travelers in case of any emergency situations.</p> <p>Provide specific attention to passengers with special needs (kids, disabled, senior citizens and so on).</p> <p>Formulate precise reports concerning any critical happenings or issues to the senior cabin crew.</p>

Job Code	Job Title	Responsibilities
25003	Corporate Travel Manager	<p data-bbox="696 186 1395 215">Plan, develop, implement and manage corporate travel policies.</p> <p data-bbox="696 256 2018 285">Administer and handle all the activities and operations of travel arrangements for example air tickets, lodgings and so on.</p> <p data-bbox="696 327 1402 355">Oversee trustworthiness with other travel agencies and vendors.</p> <p data-bbox="696 397 1391 426">Arrange contracts or expenses with providers of travel services.</p> <p data-bbox="696 467 1850 496">Advise the customers on travel records, documentation, import/trade regulations, insurance and so forth.</p> <p data-bbox="696 537 1462 566">Propose changes, improvements and development in travel programs.</p> <p data-bbox="696 608 1229 636">Manage travel budget with the project manager.</p> <p data-bbox="696 678 1211 707">Handle credit card programs and their charges.</p> <p data-bbox="696 748 1527 777">Process T&amp;E reports, handle repayments, book tickets, and accommodation.</p> <p data-bbox="696 818 1861 847">Design, execute and manage training seminars and corporate programs for travelers and operations teams.</p> <p data-bbox="696 888 1552 917">Assure compliance with various pertinent travel strategies and methodologies.</p> <p data-bbox="696 959 1709 987">Update to date knowledge of the latest travel industry pattern and ways to implement them.</p>

Job Code	Job Title	Responsibilities
25004	Flight Attendant	<p data-bbox="698 186 1234 215">Provide preflight briefings on details of the flight.</p> <p data-bbox="698 256 1659 285">Make sure that sufficient supplies of refreshments and emergency equipment are ready.</p> <p data-bbox="698 327 1267 355">Greet passengers and help them during the journey.</p> <p data-bbox="698 397 1352 426">Serve food and beverages to the passengers when required.</p> <p data-bbox="698 467 1789 496">Responsible for the passenger's safety and comfort and provide extraordinary customer satisfaction.</p> <p data-bbox="698 537 1491 566">Check tickets, IDs, and passport of the passenger at the time of boarding.</p> <p data-bbox="698 608 1223 636">Administer first aid to passengers when needed.</p> <p data-bbox="698 678 1261 707">Assist passengers and pilots in flight when required.</p> <p data-bbox="698 748 1552 777">Brief the passengers about the utilization of emergency and safety equipment.</p> <p data-bbox="698 818 1800 847">Make sure that all passengers have safety belts fastened and ensure the safety prerequisites are met.</p> <p data-bbox="698 888 1666 917">Be cautious about the needs of passengers, especially those with exceptional necessities.</p> <p data-bbox="698 959 1592 987">Supervise medical aid to passengers or facilitate emergency treatment endeavors.</p> <p data-bbox="698 1029 1612 1058">Coordinate with passengers if there arises an occurrence of an emergency situation.</p> <p data-bbox="698 1099 1552 1128">Assist management and ensure compliance with aviation rules and regulations</p>

Job Code	Job Title	Responsibilities
25005	Travel Agent	<p data-bbox="696 188 1541 215">Plan and sell transportations, accommodations, insurance, and other services</p> <p data-bbox="696 260 1637 287">Arrange and reserve a spot for planned travel, including airlines, transport, and hotels.</p> <p data-bbox="696 331 1671 359">Catch up with customers about business travel plans and make modifications as required.</p> <p data-bbox="696 403 1776 430">Communicate with the clients amicably on occasions such as gatherings, conferences, and retreats.</p> <p data-bbox="696 475 1518 502">Make hotel reservations, book transport, process and collect the payments.</p> <p data-bbox="696 547 1447 574">Resolve planning clashes and other conflict matters as they come up.</p> <p data-bbox="696 619 1424 646">Manage financial records and meet the targets of sales and profits.</p> <p data-bbox="696 691 1335 718">Utilize a booking system to anchor occasions and holidays.</p> <p data-bbox="696 762 1597 790">Offer advice to customers (current &amp; prospective) about their travel requirements.</p> <p data-bbox="696 834 1395 861">Stay up to date with the knowledge of the latest tourism trends.</p>

Job Code	Job Title	Responsibilities
25006	Travel Consultant	<p data-bbox="696 186 1272 213">Assess, explore various options of travel destinations.</p> <p data-bbox="696 260 1541 287">Examine the travel cost, currencies, climatic conditions, customs and so forth.</p> <p data-bbox="696 331 1756 359">Research on clients specification and propose reasonable travel options that best suit their needs</p> <p data-bbox="696 403 1417 430">Plan, probe and arrange travel packages and organize travel plans.</p> <p data-bbox="696 475 1435 502">Book tickets, reserve conveyance and arrange rental transportation.</p> <p data-bbox="696 547 1323 574">Inform and assist customers with suitable travel material.</p> <p data-bbox="696 619 1951 646">Research about the latest industry patterns, prices, customs, weather conditions reviews and implement the same.</p> <p data-bbox="696 691 1653 718">Attend online classes, conferences, gatherings, webinars, and other instructive projects.</p> <p data-bbox="696 762 1200 790">Collect deposits and balances from the clients.</p> <p data-bbox="696 834 1344 861">Fabricate and keep up a lasting association with customers.</p> <p data-bbox="696 906 1290 933">Maintain relationships with travel agents and vendors.</p> <p data-bbox="696 978 1093 1005">Track KPIs and create reports of KPI.</p>

Job Code	Job Title	Responsibilities
25007	Travel Counselor	<p data-bbox="696 188 1765 215">Providing clients with travel information like flight details, accommodation, and sightseeing places</p> <p data-bbox="696 260 1285 287">Developing itineraries based on customer preferences</p> <p data-bbox="696 331 1458 359">Advising clients on travel terms, restrictions, and any other conditions</p> <p data-bbox="696 403 1352 430">Making necessary arrangements and reservations for clients</p> <p data-bbox="696 475 1473 502">Promoting and selling international tours and domestic travel packages</p> <p data-bbox="696 547 1352 574">Providing clients with all tour details via telephone or emails</p> <p data-bbox="696 619 1570 646">Processing payments and maintaining an accurate record of accounts receivable</p> <p data-bbox="696 691 1771 718">Providing important travel tips to clients on language, currency exchange, and safety of belongings</p> <p data-bbox="696 762 1373 790">Helping clients understand the importance of travel insurance</p> <p data-bbox="696 834 1424 861">Booking flights, train or any other transportation service for clients</p> <p data-bbox="696 906 1473 933">Resolving any customer complaints in a professional and timely fashion</p> <p data-bbox="696 978 1666 1005">Making outbound calls regarding pending payments and reminders to submit documents</p> <p data-bbox="696 1050 1205 1077">Determining customer travel plans and budget</p> <p data-bbox="696 1121 1451 1149">Suggesting travel packages that match client budget and preferences</p>

Job Code	Job Title	Responsibilities
25008	Travel Planner	<p>Discussing with the client their travel plans.</p> <p>Preparing travel packages that are suitable for the client's needs.</p> <p>Suggesting travel destinations and famous spots.</p> <p>Preparing travel budget as per the specifications provided by the client.</p> <p>Making bookings and reservation of hotels, flights, and other related activities.</p> <p>Answering all the queries and questions in a professional manner.</p> <p>Researching detailed information about hotels, restaurants, cafes, and others.</p> <p>Negotiating for best prices with the tour guides, restaurants, and rental companies.</p> <p>Maintaining a healthy relationship with the vendors and the clients as well.</p> <p>Staying updated with the knowledge of the latest travel trends.</p>