Job Title: Executive (Development & Controls)

Roles and Responsibilities

- Responsible for implementation of standards.
- Responsible for designing and documenting the processes into communicable and auditable formats.
- Responsible for developing processes, schedule and its implementation.
- Controlling and monitoring the post-implementation phenomenon and make amendments/changes accordingly if necessary.
- Conducting periodic scrutiny of the system to evaluate the efficacy.
- Responsible for designing forms, formats, shapes, etc. keeping in mind the standardized processes and procedures.

Knowledge and Skills Requirement

- Development Experience of ISO documentation
- Project Management Skills
- Documentation Skills
- Processes Redesigning Skills
- Positive and Polite attitude with good interpersonal skills.
- Self-motivated, independent, and proactive.
- Time management and organizational skills.
- Mature, self-driven, result-oriented individual.
- Excellent written and verbal communication skills in English.
- Proficiency in latest computer software packages, especially Ms Office/Google Docs.

Experience

At least 3-5 years of practical development experience of writing SOPs, designing forms & formats, etc.

Educational Qualification

Bachelor’s degree in any discipline
Certification of ISO (9001:2008) standards