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| Organization: | Capital Goods Skill Council (CGSC) | Unit : | Head Office Delhi |
| Position: | Executive/Sr-MIS&IT Systems | | |

Key Roles& Responsibilities

Application

Kindly email your resume at hr@@cgsc.in / coo@cgsc.in/ with subject line as “JOB APPLICATION REF:MIS
Shortlisted candidates will be notified through email/calls.
Last date of Application: 15th Sep 2022

This position at CGSC will work closely with leadership team and work for customers related to information management. Data processing, and applications for end users.

- To establish budgets for hardware and software and develop procedures, standards along with handling ERP/ website portal.
- Schedules and procedures periodic reports regarding MIS performance
- Well conversant with MIS-Updating /tracking and analysis.

Essential

1. **Education:** Post graduate degree in operations management, Information security, Computer programming or related filed required.
2. **Experience:** Minimum 2 years handling MIS and IT systems

Skills:

1. Through understanding of networking,
2. Excellent Verbal and written communication, Team Player
3. Proficiency in MS office suite or related software
4. Working knowledge of various computer operating systems and interfaces.
5. Strong Process knowledge to build the process documents
6. Knowledge of data analytics and reporting
7. Excellent working knowledge to make power point presentations.

Remuneration: As per Industry standards.

