

Job Description

Position Name:	Assistant Manager / Sr. Executive-Quality	Department/ Function:	Quality Management
Location:	Ludhiana, Punjab	No. of Positions:	1
Band/Level:	F/Senior Executive	Reporting to:	Head -Quality Management
Team Size/ IC:	Individual Contributor Role	Type of Contract:	Regular

Qualification and Experience Required:

- Graduation + Experience in School compliance / Quality Audits/ Improvement Projects
- +3 years in audits / study /quality improvement projects
- Ideal age bracket (preferable) is upto 35 Years.

About the Job:

The purpose of this role is to ensure compliances with timely audits.

Key Responsibility Area:

- Audit planning - Ability to prioritize
- Conduct filed audits and various study/ assessment of processes and Schools – Open to travel 70% of time
- Create Corrective Action Plan Analysis (CAPA) and Root cause Analysis (RCA) with stakeholder
- Identify improvement areas through study of audit / study observations (pattern)
Conduct training and awareness programs related to quality audit and frequent observations.

Skills:

- Understanding of school compliance including and not limited to NCPCR, NBC, UNCRC, Juvenile Justice, NDMA, CPCRC, CBSE Guidelines, etc.
- Experience of field audits and open to travel
- Knowledge and experience in project management by creation of project plans, exposure in working on problems/ solving them using fact / data, co-creating solutions with stakeholders and monitor implementations of actions decided
- Good knowledge of Excel based reports and identifying pattern from audit findings
- Preferred - proficiency in creating management reports and presentations, English language for report OR strong understanding of compliance.
- Stakeholder management skills for creating acceptance of observations and drive joint improvement
- Team player – Collaborate with team, leveraging team strengths for depth and timely completion of actions.
- Understanding of 5S concepts

How to Apply:

Interested and eligible candidates are requested to apply by sending their updated CV to hr@gleekvell.com with the exact **position name 'Assistant Manager / Sr. Executive-Quality'** in the email subject line.

Also, please mention *preferred location, current CTC / expected CTC & Notice Period in the mail body.*
Only shortlisted candidates will be contacted for the interview