

Job Title	Manager Training & Recruitment
Reporting Manager	Head Training & Recruitment

Job purpose

Monitoring Training, Administration and Supervision of Regional Training Centre

Duties and responsibilities

- Maintenance of all documents related to schemes and submitting them to the concerned section in time
- Make efforts to get all receivables in time & improve Business and revenue

Qualifications

Professional Certification	If Any
Education	Min. Bachelor's Degree
Experience	Minimum of Ten (10) years of experience
Language skills	English, Regional Language
Other Skills	Proficient in MS Applications (Word, Excel, Power point), Project Management Skills, Problem Solving and Organizational Skills, Expert knowledge

Job Location

Karamchedu

Techno Security Solutions

(A GAR Group Company)