

Guideman Consulting

From: Nitin Tyagi [nitin_tyagi@guideman.co.in]
Sent: Tuesday, December 24, 2013 12:11 PM
To: Advisor Training & Placement
Cc: soni_atrish@guideman.co.in
Subject: Guideman Consulting/Urgent requirement

Dear Prof. Babu Viswanathan,
Greeting from Guideman!!

I am Nitin Tyagi from Guideman Consulting & recently we have a telephonic discussion regarding a vacant position for my client as following :

Designation : Operation Manager
Location : Chennai
Language Proficiency : Must Speak Tamil & English.
Qualification : B.-Tech (Any Branch)
CTC : 10 – 12 LPA

Responsibilities :

Evaluate and manage the resources and processes required for the successful completion of projects. Ensuring that the individual branches focus on Safety, Quality, Customers Service, and Profitability.

Understand and manage the Region's performance to key performance metrics.

Desired Candidate Profile :

1. Maintain effective written and oral communications with clients, employees and the operations team.
2. Knowledge of Microsoft Office (Word & Excel) and familiarity with computer basics is preferred.
3. Knowledge of supervisory techniques to manage, motivate and train employees.
4. Ability to prepare reports and present information to customers.
5. Must have attention to detail and critically think through and resolve problems.
6. Must have customer service skills and be able to maintain a consistent, high level of service.

Best Regards

Nitin Tyagi | Lead Consultant
Pharma | Healthcare | Medical Devices



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