

Job Description

Job Title: Business Process Manager

Reports To: Director

Exp. Required: 2-4 Years

Job Location: Gurgaon- Haryana

Salary: 450000- 600000 LPA

Job Type: Full-Time (Permanent)

Duties and Responsibilities:

- ✚ Must have knowledge of Business Process Management
- ✚ Knowledge of Client Relationship Management and Closes New Business Deals.
- ✚ Carry out professional measuring and monitoring, as well as provision of feedback on performance of business processes.
- ✚ Business planning and revenue generating and Builds Market Position.
- ✚ Develop a Growth Strategy.
- ✚ Educate Business users that are responsible for the operation and management of various business processes.
- ✚ Identify, detect, and create business processes towards accomplishing business goals specific for the organization.
- ✚ Analyze business steps and processes to enable easy determination of their constituents.

Qualifications:

Education Level: Graduation or any other relevant degree in Business Management

Professional Certification: Any in Business

Skills: Excellent Communication, Creative & Analytical Skills

Personal Characteristics: Should have a positive behaviors and attitude.

Approved by:	
Date approved:	
