

## Job Description

**Job Title:** Operations Manager  
**Reports To:** Director  
**Exp. Required:** 2-3 Years  
**Job Location:** Kanpur (Uttar Pradesh)  
**Salary:** 2.40- 3.60 LPA  
**Job Type:** Permanent

### **Duties and Responsibilities:**

- ✚ Understanding the Business requirements, planning and controlling the operation works.
- ✚ Responsible for finding out the new strategies and methods for the operations efficiency.
- ✚ Overseeing the inventory, distribution of the goods and facility layout.
- ✚ Develop operations systems by determining product handling and storage requirements
- ✚ The person would be responsible for dealing with customer service issues that directly relate to product or equipment quality.
- ✚ Helping in business process work with top management

### **Qualifications:**

**Education Level:** B-Tech/M-Tech or MCA  
**Professional Certification:** Any Program in IT  
**Skills:** Excellent Communication, Creative & Analytical Skills  
**Personal Characteristics:** Should have a positive behaviors and attitude.

<b>Approved by:</b>	
<b>Date approved:</b>	

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