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JCRC
Skill Solutions
empowering our youth

NOW HIRING
NOW HIRING
NOW HIRING

JCRC Skill Solutions is looking for dynamic young individuals for a reputed MNC, VFS GLOBAL to start their operation in Manipur.

Designation: Operations Executive | **Vacancy:** 20 No.s | **Salary:** Upto 15k/Month

JOB ROLE: To facilitate the Citizen Facilitation Centre at Imphal & handle front office & back office operations conducted at the respective Citizen Facilitation Centres (CFCs).

Eligibility:

- Pursuing Graduation/Graduate in any stream with 0 – 12 months of experience preferably in the service industry.
- Basic knowledge of Computer skills with proficiency in MS Office & good typing speed.
- Customer Relationship Skills with Fluency & Knowledge of language (ability to read write and speak fluently, especially in Manipuri, Hindi & English).

Behavioral Competencies	Functional Competencies
- Entrepreneurial mindset with drive for personal & professional development - Integrity, Quality & Service oriented - Teamwork & Collaboration with networking capabilities - Communication, Leadership with sensitivity to diversity - Result Oriented	- Operation & Project Management - Internal Audit - Selling & Business Development

Last date of Application
28th Jan
2019

Interested candidates may email their resume to placement@jcrc.ac.in or submit the resume to the Corporate Solutions department at JCRC Skill Solutions, Thangmeiband Meisnam Leikai, Opp. THAU Ground, Imphal West, Manipur. For more details, please contact: 9971681486 (Mon-Sat:10 am - 3 pm)

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