

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to hr@kiht.in before 14th July 2021 may be considered) for Interview on **16th July 2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

Consultant – Trainings & Certifications

Terms of Reference:

1. Manage training budget and supervise skill Vigyan Programs
2. Maintain a keen understanding of training trends, developments and best practices in Medical Device Manufacturing Industry.
3. Creating Quality Policy, Quality Management system Manual
4. Guiding all business functions in creating Quality documents namely SOP's
5. Facilitating Training for ISO Internal auditors' programs
6. Undertake the assignments, which may be assigned from time to time
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Eligibility:

1. Qualification: Bachelor's / Master's degree Management Studies / Science or M.Tech.
2. Experience: Minimum of 10 Years of Experience.
3. Candidate should have following Technical Skillset:
 - Business Process Management,
 - Conducting Process Training and Driving Operational Excellence across various organizations.
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Age above 30 years.