

**PR/108725 | Business Process Management Officer (BPM)****募集職種****人材紹介会社**

ジェイエイシーリクルートメントインド

求人ID

1513712

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年12月24日 13:11

応募必要条件**職務経験**

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Work Location: Chennai

Experience: 1 - 3 Years

Any Graduates

Functional Relationships

- By communicating/sharing information with team members / Stake holders
- Able to work well as a team player while being independent and pro-active
- Managing quantitative data with information provided by the respective internal team.

- Positive attitude in challenging work environment, Problem Solving Skill & Analysis Skill
- Candidate is required to share information properly.

Operation detail

- Analyze existing business process flow to identify areas for improvement & Create workflow for new process.
- Maintain documentation for all processes, including flow chart, standard operating procedures (SOPs), and other relevant materials.
- Monitor KPI for process improvement.
- Monthly & Quarterly KPI meeting material Preparation
- Facilitate training sessions for employees on new or revised processes.
- Act as a liaison between different departments to ensure alignment on process changes.

- Collaborate with cross-functional teams to gather requirements and understand operational challenges.

Key Duties & Responsibilities

- Candidate need to have experience / knowledge in Marketing, Strategic Planning.
- Candidate Proficient in Microsoft Office (Specially Excel & Macro), Power BI, Flow chart (Process Flow)
- Candidate may get transfer to other location based on requirement.
- Additional responsibilities assigned by Manager/ Management.

会社説明