



Position- Centre In Charge

Salary- up to 25K

Educational Background-Graduate/ Masters/BBA/MBA

Experience-2yr to 3 yrs. or more than (Education Industry)

Role- Individual/Team handling

Skill Set- Excellent leadership, delegation, and communication skills, with a drive to meet business goals and a strong understanding of customer service.

Job Responsibility:

- Good with monitoring/evaluating the services their business provides, ensuring they are up to standard Innovative mind-set.
- able to come up with creative solutions and implement new ideas
- have excellent interpersonal skills and a good understanding of customer service
- And able to train and supervise staff
- Have clerical skills as well as people skills; for managing files, records, and other word processing-related tasks
- Good with delegating and coordinating tasks among workers