

Senior Operations Executive

About CGSSC

The Capital Goods & Strategic Skill Council (CGSSC) is an autonomous, not-for-profit organization established under the Societies Registration Act, 1860. Promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) and the Ministry of Heavy Industries (MHI), Government of India, CGSSC aims to bridge the skill gap in the capital goods sector by creating a vibrant ecosystem for quality training and skill development.

Role Overview

The **Operations Executive** will play a pivotal role in ensuring the seamless execution of CGSSC's training and certification programs. This position involves coordinating with various stakeholders, managing operational processes, and contributing to the organization's mission of enhancing skill development in the capital goods sector.

Key Responsibilities

- **Program Coordination:** Oversee the end-to-end execution of training programs, including scheduling, resource allocation, and participant management.
- **Stakeholder Engagement:** Liaise with training partners, assessment agencies, and industry experts to ensure program alignment and effectiveness.
- **Data Management:** Maintain accurate records of training sessions, participant feedback, and certification outcomes.
- **Process Improvement:** Identify areas for operational enhancement and implement best practices to optimize efficiency.
- **Compliance Monitoring:** Ensure all programs adhere to regulatory standards and organizational policies.
- **Reporting:** Prepare regular reports on program performance, challenges, and recommendations for senior management.

Desired Skills & Qualifications

- **Educational Background:** Bachelor's degree in Business Administration, Operations Management, or a related field.
- **Experience:** Minimum of 2 years in an operational role, preferably within the skill development or education sector.
- **Technical Proficiency:** Familiarity with Learning Management Systems (LMS) and data analysis tools.
- **Communication Skills:** Strong verbal and written communication abilities.

- **Organizational Skills:** Exceptional attention to detail and the ability to manage multiple tasks simultaneously.
- **Problem-Solving:** Proactive approach to identifying issues and implementing effective solutions.

Employment Details

- **Job Type:** Full-time
- **Compensation:** Commensurate with experience and qualifications.
- **Benefits:** Opportunities for professional development, collaborative work environment, and contribution to national skill development initiatives. Guru+5cgsc.in+5factoHR+5

Work Location

Capital Goods & Strategic Skill Council
39, 1st Floor, Samyak Tower, Pusa Road, Block 9A, WEA Karol Bagh, New Delhi 110005
(Nearest Metro Station: Karol Bagh, Exit from Gate No. 2)

How to Apply

Interested candidates can apply through the CGSSC Careers Page or send their resume and cover letter to info@cgssc.in.