



**BUREAU  
VERITAS**

## JOB DESCRIPTION FORM

**Job Title:** Executive - Training Services

**Entity:** Bureau Veritas India Pvt. Ltd

**Location:** Hyderabad

**Reports to (job):** General Manager - Training Services - SAR

➤ **Purpose of Position:**

- The job incumbent is responsible for assisting the Training Manager / General Manager in monitoring the sales, revenues, office wise and region wise on a regular basis. Also to support the Training Manager in following up with regions in development of resources.
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics and the BV Group policy

➤ **Major Responsibilities**

- Assist the training manager in all data monitoring and analysis
- Guide and assist the training team in the regions, including SAR countries as required
- Close monitoring of all courses starting from scheduling, tutor scheduling, TRDB (Training Database) updating, course records monitoring and course completion
- Ensure printing of certificates and issuance to offices
- Facilitate tutor approval from ITC for IRCA courses and direct approval of tutors for BVCI courses
- Updating appropriate trackers and documents on tutor status, their Continual Professional Development compliance
- Invoicing to network in case of deputing tutors abroad and marking of overseas IRCA papers
- Manage all activities related to deputation of tutors to network
- Maintain FTP server up to date all the time
- Ensure control and distribution of Exam papers as per IRCA specifications
- Manage the NC (Non Conformity) process in CERIS (NC Closing tool)

➤ **Skills & Qualities:**

- Proficiency in English language and general communication skills are a must.
- Pleasing personality
- Sophistication