

Centers Manager



- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 18, 2015, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- Strong communication, analytical, problem solving and decision making skills
 - Excellent interpersonal and customer service skills, attentiveness, information retention, tact and diplomacy in dealing with both customers and employees.
 - Ability to work in fast-paced environment and under pressure as needed.
 - Strong organizational skills
 - Must possess leadership and supervisory skills
 - Willingness to travel and work in a global team of professionals.
 - Proven ability to supervise all the recruitment processes.
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Job Description

- Supervise the day to day operational function of Centers and Branch Offices
 - Maintains communication between the Head Office and Branch/Centers of Alfa Beta
 - Formulates recommendations and provides feedback to management regarding operational policies and procedures.
 - Maintain control over the functioning of the Branches and Centers of Alfa Beta
 - Assist in ensuring that the Branches and Centers are in compliance with the regulations set forth by the Head Office.
 - Monitors quality service for customers and ensures that employees are maximizing opportunities to sell the services.
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Applying Procedure

Apply Link : <https://merojob.com/centers-manager/>

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