



FIELD OPERATIONS SPECIALIST

Location: Tronica City, Ghaziabad, Uttar Pradesh, India
Position Type: Field Operations specialist
Company Sector: Electronics Manufacturing & Metal Fabrication

SUMMARY

The Field Operations Specialist will assist the company with operations and production for products offered by Novomech Engineers Pvt. Ltd.. The candidate will also play an active role in improving purchasing and maintaining quality.

RESPONSIBILITIES

- Liaise with clients, supervisor and staff to ensure strong communication of information is relayed to the team for timely delivery of products
- Travel to customers (same day travel to areas in Delhi-NCR region and overnight travel to long distance customers) for sample collection, approval, complaints and delivery of products
- Lead supervision for production of metal fabrication and electronic products
- Assist the director with management activities
- Perform market analysis for new line of products as instructed by management and sales managers
- Visit and develop relationships with local distributors and vendors
- Other duties as assigned

WORKING RELATIONSHIPS

This position reports directly to the Sales and Operations Manager, Mr. Vikas Mishra, and is essential in being a tie between management and production staff. This position is a management role that shows some leadership abilities and supervision of staff.

There is some flexibility in working schedules and work locations with prior approval.

QUALIFICATIONS

Education and Experience

- High School diploma
- 2+ years of working experience is an asset
- Must be able to work in this position for a minimum of 1 year

Knowledge, Skills, and Abilities

- Able to work independently and in a team environment.
- Able to take initiative, learn quickly, and exercise sound judgement to solve problems
- Excellent problem solving and detailed oriented skills
- Excellent written and oral communication skills
- Enthusiastic, organized, and responsible
- Excellent time management skills
- Passion to further involve oneself in the industry
- Understand their role in the 'Bigger Picture' and pursues the vision of creating Novomech Engineers Private Limited a community through compassion and hardwork

COMPENSATION

To be determined based on experience of candidate

APPLICATION SUBMISSION

Please apply through [Linkedin](#) or send your resume to:

[Mr. Vikas Mishra](#)

[Sales and Operations Manager](#)

[Novomech Engineers Private Limited](#)

novomechengineers@gmail.com