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|  | hom-logo |
| **Job Title:** | Assistant Manager/ Manager – Business Excellence  |
| **Reports to:** | Head, Business Excellence |
| **Duties and Responsibilities** |
| **1.** | Responsible for the development and implementation of compliant processes, systems, tools and templates in various business units and DLI offices |
| **2.** | Lead preparation and maintenance of a common repository of base-lined processes, procedures and work instructions with adequate version control |
| **3.** | Collaborate with the Process Owners, Heads of Departments/Business Units and Senior Management teams to drive standardized implementation of developed processes and develop a “One DLI” way of working |
| **4.** | Design and implement innovative pilot programs for improving efficiency in business operations |
| **5.** | Supervise development of performance metrics, compliance measures, scorecards for implementation of core processes |
| **6.** | Monitor compliance with Health, Safety & Environment (HSE) policies through regular safety audits |
| **7.** | Design audit cycles on a quarterly/semi-annual and annual basis and conduct internal audits on process adherence |
| **8.** | Collaborate with various departments and identify gaps in roles required to drive process initiatives |
| **9.** | Drive assessment of process maturity across the organization. Proactively scan for opportunities to drive continuous improvement  |
| **10.** | Identify opportunities to enhance value through various certifications that provide competitive advantage to DLI, such as ISO |
| **11.** | Collaborate with the IT function to identify ways to integrate systems, enhance usability and efficiency of working on a continuous basis |
| Qualification(s) |
| **1.** | preferably MBA |
| **2.** | Certification in Six sigma and Kaizen must |
| **3.** | Relevant certifications in process audit and compliance will be an added plus |
| Knowledge |
| **1.** | Knowledge of designing and implementing SOP’s |
| **2.** | Knowledge of carrying out Process Audits |
| **3.** | Knowledge of evaluating process compliance on a regular basis |
| **4.** | Knowledge of Logistics Operations |
| **5.** | Knowledge of Health, Safety & Environment policies |
| Skills |
| **1.** | Influencing and interpersonal skills |
| **2.** | Excellent verbal and written communication skills |
| **3** | Results oriented |
| **4.** | Must be able to lead organizational change |
| **5.** | Must demonstrate the ability to learn new material quickly and must be able to create and present project overviews and other presentations |
| Abilities/Experience |
| **3.** | At least 1-2 years of experience with hands on experience in managing continuous improvement and safety initiatives at the field level |
| **4.** | Experience desired but not a prerequisite: Creating and sustaining a continuous improvement culture throughout an organization |
| **5.** | Experience desired but not a prerequisite: Leading large teams in continuous improvement projects, and successfully achieving marquee certifications like ISO |
| **Expected CTC (Monthly):** **Rs. 5-6 lacs pa** | **No of Vacancies :****1** | **Place of posting:****Gurgaon** |
| **Experience – 3-5 years** |  |