

NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION (NICDC) LIMITED

Job description for the post of “Executive (MIS)”

COMPANY PROFILE

National Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing, Investment Destination Hubs and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, ‘plug n play’, ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

JOB DESCRIPTION

The job requires multifunctional approach and co-ordination with various State Governments, & their nodal agencies and requires supervision at various levels from projects planning to implementation. This job will also require close interaction with different Ministries of Government of India from time to time.

KEY RESPONSIBILITIES

- Develop and maintain daily, weekly and monthly operational analysis as it relates to volume, efficiencies, cycle time, quality, and service
- Report on operational metrics, conduct data and business analysis, and present summary of findings to management in a clear, concise, convincing, and actionable format
- Create and maintain daily operational scorecards to track and report on KPIs; assist in volume forecast and capacity planning as needed
- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in accurate and timely manner
- Develops MIS documentation to allow for smooth operations and easy system maintenance
- Provide recommendations to update current MIS to improve reporting efficiency and consistency

- Perform data analysis for generating reports on periodic basis
- Develop MIS system for Ministry and internal communication
- Provide strong reporting and analytical information support to management team
- Generate both periodic and ad hoc reports as needed
- Maintain thorough understanding of data and information resources
- Maintain a status on all projects and proactively communicate with management and customers
- Responsible for follow the movement plan delivered by reporting manager.
- Responsible for collecting and analysing data sets using Microsoft Excel.
- Collecting operation level mandatory trackers and managing them in a central repository.
- Creating table indexes to improve database performance

MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate should not be more than 27 years of age as on **31st December, 2022.**
3. **Academic Qualification:** Should be engineering graduate (any field).
4. **Experience:** 01 year of experience

KNOWLEDGE AND SKILLS

- Knowledge of advanced excel formulas, Pivot and Macros, VLOOKUP, HLOOKUP, etc.
- Proficient in MS Office tools – Excel, PowerPoint, Word, Outlook, etc.
- Analysing and creating a dashboard in the Power BI tool is an added advantage.
- Experience of utilizing Excel – PowerBI/Tableau to provide data analysis
- Strong analytical and organizational skills
- Ability to think logically, critically, and constructively about complex data systems and collaborate to develop creative solutions
- Knowledge Management-Documentation, reports.
- High accuracy and attention to detail
- Good in analytical & grasping abilities
- Ability to contribute to knowledge management systems and procedures.
- Decision making and Analytical ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.

- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Executive (MIS)**” and reporting will be directly to the Department Head and to other senior officials of NICDC Ltd. The job location will be in Delhi/ NCR but may require frequent travel to NIC States.

PAY BAND: 30,000-1,20,000 (CTC approx. Rs.7 Lakhs per annum)

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company’s website i.e. www.nicdc.in (Careers> Current Opening) or the same may be mailed on jobs@nicdc.in. Last date for submission is **27th December, 2022** by **17:00 HRS**. Applications received in hard copy/manual/paper shall not be accepted or entertained.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a government job as NICDC is not a Government Company.