

Training & Placement Cell

Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date : 1st January, 2023

Oorja Services Limited, Indore for B. E. Mechanical Electrical Electronics Students

Company - Oorja Technical Services
Job Profile/ Designation: Jr calibration
No of Positions:15
Branch: mechanical, electrical, electronic
Batch:2022 to 2023 pass out
Any Eligibility Criteria: Fresher
Job Location:Indore MP
Salary: 11k-15k in hand

Job description

1. To monitor calibration services in smooth manner, ensure error free and correct calibration services are delivered to the customer.
2. To align, schedule the team and motivate them towards accomplishment of the given tasks.
3. Understanding the requirements of the customer, guiding the team members, using all the resources in efficient manner, implementing the procedures and policies, train the team members, resolving the issues of the customer.
4. Coordinating with the zonal Coordinator, Oorja Central office, coordinating with central lab team, Accounts and HR team, getting all masers calibrated in timely manner.
5. To operate OORJACALSOFT software to create, review and approve the certificates.
6. Planning and scheduling of calibrations, balancing the load among all team members, smartly distributing work and submitting work completions and invoices in timely manner.
7. Ensuring excellent customer feedback every month.
8. To intimate HR department regarding termination, resignation, notice period, absconded employee immediately and timely submission of attendance of team members to HR department.
9. To adhere GDP and ALCOA practices in all operation.
10. To perform any specific task given by Department.

Note- 2500 Rs submitted in joining time for safety kit amount(shoes and helmet and CD agreement)

ANIL MISHRA
(Training & Placement Officer)