

**We offer ample opportunity to the creative minds and invite applications from aspiring, young and experienced candidates thirsty for taking up new challenges.**

**Want to change the world? If the answer is yes, then you've come to the right place.  
Just email in brief about your profile and interest along with your resume at  
[novamantic@gmail.com](mailto:novamantic@gmail.com)**

**Novamantic is an ISO 27001:2013, 9001:2015 testing and assessment solutions provider company for educational Institutions, Government organisations, Corporate entities, individual customers and international clients around the world. Novamantic provides a full suite of assessment services to delivers exams in a very secure environment to millions of individual every year.**

**Novamantic is an Equal Opportunity and Affirmative Action Employer All qualified applicants, including minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.**

**NOTE:- Preference will be given to employees who have past experience in  
(TESTING AND ASSESSMENT COMPANY)**

# **Business Analyst**

## **Willingness to travel across PAN India**

### **Job**

The business analyst's primary objective is to help businesses implement technology solutions in a cost-effective way by determining the requirements of a project or programme, and communicating them clearly to stakeholders, facilitators and partners.

### **Description:**

#### **Experience:**

**4+ years (Testing And Assessment Company)**

### **Requirements:**

- Written and verbal communication skills, including technical writing experience
- Understanding of system engineering concepts
- The ability to conduct cost/benefit analysis
- Business case development
- Modelling techniques and methods
- Leadership
- Pre Sales Activities
- BCA/BTECH/MBA
- Willingness to travel across PAN India

### **Skills Required:**

- Taking detailed requirement from the client, analysing the same and providing best possible solution to the client with least customisation.
- Coordination with client, development and sales team.
- Providing deadlines of projects to the team assigned.
- Feasibility analysis of requirement and prioritisation of project.
- Review of system before delivery to the client.
- Complete documentation of requirements.
- Implement advanced strategies for gathering, reviewing and analysing data requirements.

# **SALES MANAGER**

## **Willingness to travel across PAN India**

**Government sales (Testing and Assessment Company)**

### **Experience:**

**5+ years of experience in Sales and marketing. Government sales is highly preferred.**

### **Requirement:**

- Good business sense.
- A deep understanding of marketing principles.
- Experience in Government Sales.
- A positive attitude.
- Negotiation skills.
- Experience in IT Sector and Education Sector is preferred.
- Candidate must have his own conveyance.
- Experience of Education field ( Testing and assessment industry).
- Excellent presentation Skills.
- Good Writing and communication Skills.

### **Skills Required:**

- Identifying, generating new business opportunities.
- Co-ordinate closely with Director.
- Thorough understanding of company's service portfolio and pitching the products and services.
- Should do effective market and competitor analysis and then prepare plans accordingly.
- Passion and flair for sales and relationship building.
- Responsible for negotiating and finalising the contract with the client.
- Candidate should be good in .ppt creation.
- Candidate should be willing to travel "Pan India".
- Excellent Communication skills and should come up with innovative strategies to maximise business.

## **BUSINESS DEVELOPMENT OFFICER**

### **Willingness to travel across PAN India**

#### **Job Description:**

Hiring for Business Development Officer Position.

#### **Experience:**

3+ Years (Preferred Testing And Assessment Company).

#### **Requirement:**

- Good business sense.
- A deep understanding of marketing principles.
- Good communication skills.
- A positive attitude.
- Negotiation skills.
- Plenty of initiative.
- Experience in IT Sector is preferred.
- Passion and flair for sales and relationship building.
- Responsible for negotiating and finalizing the contract with the client.
- Excellent Communication skills and should come up with innovative strategies to maximize business.

#### **Skills Required:**

- Identifying, generating new business opportunities.
- Co-ordinate closely with immediate Manager.
- Thorough understanding of company's service portfolio and pitching the products and services.
- Should do effective market and competitor analysis and then prepare plans accordingly.

# CUSTOMER RELATION EXECUTIVE

## **Job Description:**

Customer Relationship Executive (call support)

## **Experience:**

2+ years experience in customer relation

## **Requirement:**

Good communication skills

- Good IT knowledge
- Experience in Education or Testing and assessment Industry will be preferred.

## **Skills Required:**

Handle inbound and outbound calls.

Create brand awareness among customers/ people Maintain good relationship with customers and improve services

Understand customer problems/complaints and resolve them

Answer incoming calls on Info line (new queries and customer complaints) and make outbound calls to get Customer Feedback

Maintain good relationship with customers

Understand customer problems/complaints and resolve them by providing them the right solution.

# Test Center Administrator

## Job Description:

The Test Administrator position is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment. (Preferences would be given to retired employees form Government and Private)

## Willingness to travel across PAN India

Novamantic is seeking a **PART-TIME** Test Center Administrator for PAN INDIA basis.

## Requirement:

Our ideal candidate demonstrates flexibility and teamwork.

- This is a **STRICTLY PART TIME** position and will remain as such **permanently** .
- Ability to work 10-20 hours per week with an expectation to work more hours as needed.
- Employees must be available to work varying shifts between the hours of 7am - 8pm various shifts as scheduled, any day Monday through Sunday.
- Schedules are available at least 2 weeks in advance.

## Skills Required:

- Understands and complies with all testing procedures.
- Checks in examinees, verifies identification, and explains the exam process.
- Monitors examinees while testing.
- Maintains a secure testing environment.
- Communicates with internal departments to investigate and fix technical issues.
- Strictly adheres to company policies using careful judgment.
- Light housekeeping duties such as vacuuming, sanitising keyboards, office trash, etc.

- Other duties as assigned.

**Qualifications:**

- Undergraduate or equivalent is required.
- Strong communication skills are a must.
- Must be flexible in work hours and days.
- Beginner to Intermediate experience in Microsoft Office (Word, Excel and Outlook).
- Ability to lift up to 20 lbs. on occasion. Must be able to sit for long periods of time and also escort candidates to and from testing room. Must be able to bend, stoop & lift from a stooped position.
- Must be comfortable in a quiet testing environment and hear spoken words in soft voices.
- Must be able to see small details at a distance. Ability to see names clearly on id cards and the computer screen.

**Primary Location:** Any where in India **Work Locations:** PAN INDIA

## **Test Center Manager**

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## **Willingness to travel across PAN India**

### **Job Description:**

Expand your career at Novamantic with Test Center Manager position for PAN India locations. You will utilise your communication and customer skills with external customers while also working to select new Test Administrators, provide job coaching, and fair performance appraisals to current employees.

### **Requirement:**

- Our ideal candidate demonstrates flexibility and teamwork.
- This position is benefit eligible.
- Ability to work 40-45 hours per week with an expectation to work more hours as needed.
- Employees must be available to work various shifts between the hours of 7 am - 10 pm various shifts as scheduled, any day Monday through Sunday.
- Available to address operational problems when not at test center.
- Performs on-time site opening and closing procedures.
- Understands all testing procedures.
- Checks in examinees, verifies identification, and explains the exam process.
- Monitors examinees while testing.
- Maintains a secure testing environment.
- Communicates with internal technical support to investigate and fix technical issues.



- Strictly adheres to company policies using careful judgment.
- Responsible for maintaining a professional and clean testing center with light housekeeping duties.
- Arrive on time for all scheduled shifts.
- Other duties as assigned.
- The Test Center Manager is the onsite manager of a small team of Test Administrator employees.
- Site staffing/hiring/retention/conflict resolution/scheduling.
- Trains, develops and coaches staff.
- First contact for facility issues.
- Ability to multi-task.

### **Skills Required:**

- Customer service experience is preferred.
- Supervision experience in customer service is highly preferred.
- High school diploma or equivalent is required. Bachelor's degree or equivalent business experience preferred.
- Team leading and training skills, and exposure to a testing environment are strongly preferred.
- Strong communication and customer service skills are a must, delivered with focused attentiveness and moderate interaction.
- Must be flexible in work hours and days.
- Intermediate experience in Microsoft Office Suite, Windows applications, Internet, and email.
- Ability to operate a computer, fax, and telephone.
- Must be able to work in a quiet, focused environment and hear spoken words in soft voices.
- Must be able to sit for long periods of time and also escort candidates to and from testing room. Must be able to bend, stoop and lift up to 20 lbs.
- Must be able to see small details at a distance. Ability to see names clearly on ID cards and the computer screen.

**Primary Location:** Any where in India **Work Locations:** PAN INDIA

# Quality and Security Analyst

## Job Description:

This role is responsible for the strategic and tactical channel quality within the test centres across PAN INDIA. This includes ensuring that pre-defined security/quality standards are achieved throughout all testing centres (company owned or partnered sites). It involves close collaboration with the security team and support in the refinement and implementation of global, corporate standards.

## Willingness to travel across PAN India

### CORE COMPETENCIES:

- Past experience of Managing Security of Highly Confidential Work
- Customer Focus/Communication
- Strategic Agility/Data oriented
- Problem Solving/Attention to detail
- Integrity and Trust
- Team work

### SCOPE AND IMPACT OF JOB:

Working closely with channel sales, program managers, technical support, quality and security team and exam sponsors, the Quality and security Specialist also helps to resolve multi-functional or multi-process problems to ensure the current and evolving customer needs are met and the high-quality and security test delivery in all test centres across the region.

### PRIMARY RESPONSIBILITIES:

- Channel Management
- Ensure that quality standards are maintained and that quality objectives are being met or exceeded by the channel; where individual test centres do not meet objectives, identify the causes and implement appropriate corrective action.

- Ensure quality standard are met while doing the new site application process/background verification to ensure a quality testing channel.
- Coordinate with the testing channel to train them on Novamantic policies and procedures.
- Ensure appropriate regional communication and/or localization of relevant channel communications.
- Working with international auditing companies to carry regular audits and reporting findings to the management.
- Follow-up with the issues to ensure timely closure of cases/incidents.
- Addressing client concerns and resolving escalations in a timely manner.
- Assist with managing key exam events as per pre-defined guidelines.
- Work with the team to ensure timely completion of assigned goals & tasks.

### **Qualifications:**

- Vocational experience in a similar environment.
- Ability to follow detailed procedures and ensure a high level of accuracy in documentation and data.
- Ability to take responsibility for actions, a self starter who can work well in a dynamic and busy environment.
- Prioritization skills and experience of dealing with multiple projects in a structured way.
- Experience in a customer facing environment, where ensuring high levels of customer satisfaction is essential.
- Ability to establish rapport and deal with people at varying levels, both internally and externally.
- Excellent communication skills, both written and oral.
- Ability to work in a team structure.
- Sound working knowledge of the Microsoft Office Suite and associated packages including Word, Excel, PowerPoint and Internet packages.

**Primary Location:** Any where in INDIA **Work Locations:** PAN INDIA

# Senior Data Entry Operator

## Job Description:

The primary responsibility of data entry operator is to update and maintain information on our company databases and computer systems according to the specifications and guideline provided to him. Data entry operator will be responsible to make sure that all the work is done in correct manner and the entire work is completed according to the client's specifications.

## Willingness to travel across PAN India

## Core Competences

- Data entry skills.
- Excellent Typing speed with accuracy in Hindi and English.
- Previous experience as data entry operator will be considered an advantage.
- Experience with MS Office, MS Word, MS Excel, MS Access other data programs.

## Responsibilities

- Insert data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- **Keep information confidential.**
- Respond to queries for information and access relevant files.
- **Comply with data integrity and security policies.**
- Ensure proper use of office equipment and address any malfunctions.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.

- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

## **Requirements**

- Proven data entry work experience, as a Data entry operator.
- Familiarity with administrative duties.
- Experience using office equipment, like fax machine and scanner.
- Excellent knowledge of correct spelling, grammar and punctuation.
- Attention to detail.
- Excellent verbal and written communication in Hindi and English language.
- **Confidentiality.**
- Organization skills, with an ability to stay focused on assigned tasks.
- High school diploma; additional computer training or certification will be an asset.