**JOB Description of All Positions at Nexelus**

**Job Descriptions:**

1. **General Manager**

* General Manager responsibilities include formulating overall strategy, managing people and establishing policies.
* Oversee day-to-day operations.
* Design strategy and set goals for growth.
* Maintain budgets, optimize expenses and keep financial records updated.
* Set policies and processes.
* Ensure employees work productively and develop professionally.
* Oversee recruitment and training of new employees.
* Evaluate and improve operations and financial performance.
* Direct the employee assessment process.
* Prepare regular reports for upper management.
* Ensure staff follow health and safety regulations.
* Provide solutions to issues.

1. **GM Development**

* Project plan and project monitoring
* Develop scope and define backlog items (epics/features/user stories) that guide the agile software development team.
* Solve product-related problems, make decisions, and complete trade-off analysis to stay on track toward business deliverable commitments.
* Draft key objectives and results, and strategies and apply the data for the product to make business decisions.
* Possess a fundamental understanding of end-to-end customer experience integration and dependencies.
* Collaborate with stakeholders during the visioning and concept development of a product.
* Owns the product roadmap.
* Accountable for the created product(s), delivering in the product model and communicating the product needs with business partners.
* Assess value, develop cases, and prioritizes stories, epics and themes to ensure work focuses on those with a maximum value that are aligned with product strategy.
* Identifies and helps the client understand the business model, value and value proposition.
* Develop and maintain an appropriately prioritized backlog of user stories for implementation.
* Develop appropriately detailed specifications for the product features so they are clearly understood by the development teams.
* Represents team in front of stakeholders, clients or users.
* Work closely with product management and senior management in order to create a product that fits the company portfolio.

1. **Product Owner**

* Responsible for innovation and end-to-end launch of products.
* Providing vision and direction to the Agile development team and stakeholders throughout the project and creating requirements.
* Ensure that the team always has an adequate amount of prior prepared tasks to work on.
* Plan and prioritize product feature backlog and development for the product.
* Define product vision, roadmap and growth opportunities.
* Assess value, develop cases, and prioritize stories, epics, and themes to ensure work focuses on those with maximum value that are aligned with product strategy.
* Provide backlog management, iteration planning, and elaboration of the user stories with detailed acceptance criteria.
* Lead the planning product release plans and set the expectation for delivery of new functionalities.
* Provide an active role in mitigating impediments impacting successful team completion of Release/Sprint Goals.
* Research and analyze market, the users, and the roadmap for the product.
* Defines and executes go-to-market plan, working to ensure that product management, marketing, and sales have what they need to be successful.
* Should take active part in sprint reviews, retros other scrum activities.

1. **Sr. Lead DevOps and Compliance Engineer**

* Collaborated with project stakeholders, including the development team, Key Accont Managers, and business analysts.
* Collected, modeled, and analyzed data to make proactive adjustments to plans and meet all milestones.
* Tracked, prioritized, and organized defects with JIRA/Microsoft Azure Devops, working with the development team to facilitate timely corrections.
* Responsible for end-to end engagement from inception to closure, ensuring that the right software development approach is followed.
* Identify and bring together a variety of technologies to deliver a complete information System that supports operational and management objectives. Define the client’s requirements within the context of their business and assess the opportunities, benefits, risks, and success factors of a potential solution.
* Participate in scoping, planning, statement of work development, and risk assessment, including but not limited to defining goals and objectives, identifying and documenting client requirements, resource requirements, project budget, project risks, and the translation of the client’s business requirements into specific deliverables.
* Ensure projects are completed on time, quality, and within budget on client expectatios.
* Manage client acceptance of the solution in line with the agreed business outcomes.
* Maintain and communicate project status to all internal and external stakeholders.
* Ensure that Company knowledge resources and tools are fully leveraged.
* Coordinated scheduled releases and updates with the stakeholders.

1. **Manager Software Development**

* Leading the development team in the design, development, coding, testing and debugging of applications
* Managing all the activities of the software development team and setting goals for each team member to ensure timely project delivery.
* Keep up to date with the latest development software.
* Hire and train new developers.
* Provide guidance to the team and ensure they adhere to development standards.
* Ensure proper documentation.

1. **Manager Data Base Development**

* Enhances the effectiveness of database tools and services.
* Helps build the structure and design of the database.
* Enhances the scalability and performance of existing database structures.
* Monitors database performances and improves technologies.
* Updates systems when necessary and creates data backups.
* Conducts diagnostic tests and evaluates performance metrics.
* Hires, supervises, and monitors the database development teams.
* Ensures that information is backed-up and secured.
* Restores lost data.
* Builds test versions and performs bug testing.
* Protects data by developing data security and restoration controls.
* Reports to top management teams.
* Keeps up to date with technological developments.

1. **Sr. Software Engineer (Dot Net)**

* Analyze system requirements and prioritize tasks.
* Write clean, testable code using .NET programming languages.
* Develop technical specifications and architecture.
* Test and debug various .NET applications.
* Review and refactor code.
* Deploy fully functional applications.
* Upgrade existing programs.
* Support junior developers’ work.
* Document development and operational procedures.
* Design, planning and development of solutions based on industry requirements.
* Participate as part of a project team to design, code, test and implement moderately complex programs to support the portfolio management process.
* Lead small to mid-level sized programs or portions of a program.
* Establishes testing procedures to ensure application is thoroughly tested throughout development and before release.
* Monitor and report to management on project status, identify issues that may impede attainment of goals, recommend and implement corrective measures.
* Maintenance of existing systems

1. **Sr. Software Engineer (Data Base)**

* Help write and optimize in-application SQL statements.
* Ensure performance, security, and availability of databases.
* Prepare documentations and specifications.
* Handle common database procedures such as upgrade, backup, recovery, migration, etc.
* Profile server resource usage and optimize and tweak as necessary.
* Collaborate with other team members and stakeholders.
* Maintaining and enhancing the performance of existing database programs.
* Assisting database development teams in designing new database programs that meet the organization's data storage needs.
* Monitoring databases and related systems to ensure optimized performance.
* Writing new support programs and scripts to increase data storage capacity.
* Reviewing database and user reports, as well as system information.
* Performing debugging procedures on database scripts and programs, as well as resolving conflicts.
* Mentoring database administrators and providing them with technical support.
* Adhering to best practices in securely storing, backing up, and archiving data.
* Documenting processes related to database design, configuration, and performance.
* Keeping abreast of developments and best practices in database engineering.

1. **Sr. Technical Support Engineer**

* Responsible for investigating/troubleshooting the issues reported by the clients.
* Troubleshooting of stored procedures and fixing the minor issues
* Pass on the identified issues to the development team.
* Should be able to handle the deployments and identify deployment/setup related issues.
* Proactive communication with US office, development team and clients

1. **Network Engineer**

* Analyze network data to determine network usage, disk space availability, or server function.
* Configure security settings or access permissions for groups or individuals.
* Configure wide area network (WAN) or local area network (LAN) routers or related equipment.
* Document network support activities.
* Configure and define parameters for installation or testing of local area network (LAN), wide area network (WAN), hubs, routers, switches, controllers, multiplexers, or related networking equipment.
* Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
* Identify the causes of networking problems, using diagnostic testing software and equipment.
* Install and configure wireless networking equipment.
* Install network software, including security or firewall software.
* Install new hardware or software systems or components, ensuring integration with existing network systems.
* Install or repair network cables, including fiber optic cables.
* Perform routine maintenance or standard repairs to networking components or equipment.
* Test computer software or hardware, using standard diagnostic testing equipment and procedures.
* Troubleshoot network or connectivity problems for users or user groups.
* Analyze and report computer network security breaches or attempted breaches.
* Back up network data.
* Create or revise user instructions, procedures, or manuals.
* Create or update technical documentation for network installations or changes to existing installations.
* Document help desk requests and resolutions.
* Maintain logs of network activity.
* Monitor industry websites or publications for information about patches, releases, viruses, or potential problem identification.
* Provide telephone support related to networking or connectivity issues with US office Or may be with Rackspace as well
* Research hardware or software products to meet technical networking or security needs.
* Run monthly network reports.
* Test repaired items to ensure proper operation.
* Train users in procedures related to network applications software or related systems.

1. **Manager Quality Assurance**

* Develops, implements, and manages processes to ensure that products meet required specifications for quality, function, and reliability prior to delivery.
* Identifies and sets appropriate quality standards and parameters for products.
* Communicates quality standards and parameters to QA team, product development team, and other appropriate staff.
* Coordinates product testing processes.
* Participates in product testing.
* Identifies and analyzes issues, bugs, defects, and other problems, particularly when problems recur in multiple products; recommends and facilitates solutions to these issues.
* Reviews client, customer, and user feedback.
* Maintains compliance with federal, state, local, and organizational laws, regulations, guidelines, and policies.
* Performs other duties as assigned.

1. **Software Engineer (QA)**

* Review requirements, specifications and technical design documents to provide timely and meaningful feedback
* Create detailed, comprehensive and well-structured test plans and test cases
* Estimate, prioritize, plan and coordinate testing activities
* Design, develop and execute automation scripts using open source tools
* Identify, record, document thoroughly and track bugs
* Perform thorough regression testing when bugs are resolved
* Develop and apply testing processes for new and existing products to meet client needs
* Liaise with internal teams (e.g. developers and product managers) to identify system requirements
* Monitor debugging process results
* Investigate the causes of non-conforming software and train users to implement solutions
* Track quality assurance metrics, like defect densities and open defect counts
* Stay up-to-date with new testing tools and test strategies.

1. **BI Developer**

* Translate business needs to technical specifications
* Design, build and deploy BI solutions (e.g. reporting tools)
* Maintain and support data analytics platforms (e.g. MicroStrategy)
* Create tools to store data (e.g. OLAP cubes)
* Conduct unit testing and troubleshooting
* Evaluate and improve existing BI systems
* Collaborate with teams to integrate systems
* Develop and execute database queries and conduct analyses
* Create visualizations and reports for requested projects
* Develop and update technical documentation

1. **Admin / HR Manager**

* HR, Administration & Office Management including management of significant budgets, office facility management &  maintenance.
* Direct line management of admin, admin staff & Office staff.
* Responding to all the emails received regarding HR, administrative and daily operational issues and resolving those issues with the help of concerned staff.
* Significant experience of complex procuring commodities Food items & Non food items stock, dispatching and receiving reconciliation for payment process.
* Maintaining all office & purchases record through filing system and reporting to senior management.
* Management of the fleet of vehicles and other logistic arrangements i.e. boarding & lodging, Event management etc required for operations.
* Developed manuals for Property Management and Petty cash in close cooridnation with Accounts & Finance department.
* Significant experience in managing assets & inventory records and managing it through the line staff.
* Ability to strategically plan, develop and implement administrative measures supporting programs and operations toward achievement of team’s mission, goals, and objectives.
* Staff Hiring as per need of the comopany.
* Coordinate in hiring process and providing firts training & orientation of new candidate.
* Attendance summary record of all employes and help acounts in payroll process.
* Provided Valuable inputs in developing security, policy & procedure documents and HR related policies according to the needs.
* Well versed in MS Office.
* Experience in developing, implementing, monitoring and evaluating the operational policies in place and suggest changes accordingly.
* Interpersonal and communication skills that promote ability to serve as a liaison and resource.
* Flexible approach to manage and prioritize a high workload and multiple tasks in a fast paced environment with tight deadlines & highly confidentiality.
* Experience in proactively identifying and addressing issues with a high motivation.