

General Supervisor



Position Description

Are you able to manage and supervise people to accomplish organizational goals? Do you work well with people and are you able to hold staff accountable? Liventus Technology Services Pvt. Ltd. is looking for candidates with strong computer skills and the ability to supervise staff responsible for uploading and applying images on the computer to external sites.

Title General Supervisor **Location** Bangalore, India

Company

Liventus offers a complete array of consulting and development services nationwide, including custom software development, ecommerce, mobile technology solutions and more to fit businesses' and corporations' needs while exceeding expectations.

Liventus accepts resumes on a daily basis for full-time or internship positions within the company.

Job Responsibilities

- Manage employees responsible for uploading and applying images to external sites on the computer
- Maintain staff by recruiting, hiring, orienting, and training employees
- Create and revise systems and procedures by analyzing operating practices
- Delegate tasks and monitor workflow
- Complete all necessary paperwork
- Coach, counsel, and motivate employees
- Investigate complaints or performance concerns
- Accept resignations; initiate terminations; process layoff actions
- Report to senior management as needed

Qualifications

- Supervision experience
- Strong computer literacy
- Process improvement
- Strategic planning
- Intermediate proficiency with Microsoft Word
- Excellent English vocabulary
- College degree

Benefits

- Group Mediciam policy
- Accident policy
- House rent allowance
- Medical reimbursement
- Retirement benefits (Provident fund)
- Gratuity

How To Apply

- Visit careers.liventus.com, fill out the form and attach your resume.

Contact Liventus

Human Resources

Liventus Technology Services P. Ltd.

Potential House

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