

JOB DESCRIPTION

Job Title	: Assistant Manager – Technology	Reporting To	: Applications Manager
Department	: Corporate Office	Location	: Pune

Role & responsibilities	<p>Co-ordinate the development and implementation of business technology applications</p> <p>Work with technology platform providers for seamless integration of the applications with business processes across all client and staff interface points</p> <p>Ensure that the standards, procedures and protocols are adhered to</p> <p>Ensure the smooth operation of communication networks in order to provide maximum performance and availability for users (staff, clients, customers, etc.)</p> <p>Preparation of business MIS, efficiency reports, client reports and other output from the application software as required by business, clients or management</p> <p>Assist the Technology Applications Manager in day to day operations of the department</p>
Skills/Knowledge prerequisites	<p>Ability to analyse, shortlist and implement effective software packages to create a comprehensive product delivery and client servicing platform for the organization</p> <p>Strong project management skills which have been successfully demonstrated in the past</p> <p>Ability to consult, influence change and establish effective productive working relationships internally</p> <p>Self motivated</p> <p>Strong client service orientation</p> <p>High degree of initiative</p>
Educational Qualifications	Professional Engineer – BSc in Applied Sciences - electrical or telecommunications engineer
Experience Profile	5 years plus experience in technology area in a financial services organization. Proven track record in leveraging operating technology to support business strategies
Personality Traits	<p>Presentable</p> <p>Good Leadership Quality & team development quality</p> <p>Ability to accept challenge</p> <p>Task oriented</p> <p>Good Presentation skills</p>