



STS[®]
SUCCESS TESTING SERVICES

Job Description

Accountant:

The primary task of accountants, which extends to all the others, is to prepare and examine financial records. They make sure that records are accurate and that taxes are paid properly and on time. Maintain company account and manage company expenses he /she have ability to work under pressure when company have project on going should come on holiday

Salary: 25.000-30.000

Timing: 9 to 5 (8 Hours)

Assistant:

An assistant helps with time and daily management, scheduling of meetings, correspondence, and note-taking. The role of a personal assistant can be varied, such as answering phone calls, taking notes, scheduling meetings, emailing, texts etc. Office Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls. Interacts with clients visitors and vendors. expanses he /she have ability to work under pressure when company have project on going should come on holiday.

Salary: 20.000-25.000

Timing: 9 to 5 (8 Hours)

Coordinator:

An coordinator may serve as an administrative or executive assistant to some extent, but the position involves higher-level responsibilities. ... her/his job is to act as an intermediary between the executive and clients and other employees. In fact, she may manage other employees and the office, in general. he /she have ability to work under pressure when company have project on going should come on holiday.

Salary: 25.000- 30.000/- (Contract with Company Minimum 1 year)

Timing: 9 to 5 (8 Hours)

District Coordinator:

You'll not only have the chance to identify prospective business clients and close on sales opportunities, you'll also develop and train a team of benefits advisors in your district. Responsibilities include: ... Providing training and support to your team while ensuring sales goals are met. . he /she have ability to work under pressure when company have project on going should come on holiday.

Salary: 18.000-23.000

Timing: 9 to 5 (8 hours)

Manager Examination:

To be responsible for the management of the examinations service, ensuring that there is a systematic approach to the administration of examinations and that the service meets quality standards. he /she have ability to work under pressure when company have project on going should come on holiday.

Salary: 25.000-35.000 (**Projects Based**)

Time: 9 to 5 (8 hours)

Sales Executive:

The key point of contact between an organization and its clients: answering queries, offering advice and introducing new products. ... Reviewing sales performance. Negotiating contracts and packages. Aiming to achieve monthly or annual targets.

Salary: 15000-18000+**Incentives**

Time: 9 to 5 (8 Hours)

Chief Supervisor:

An supervisor is a trainer who is selected and appropriately trained to be responsible for the overall supervision of examination hall and management of examination hall educational progress during a test placement or series of placements. On call job

Salary: on daily wages/1600-2400

Timing: on call/activity based

Test Center Supervisor:

Supervise the team and examination material also A test center supervisor is a trainer who is selected and appropriately trained to be responsible for the overall supervision of examination hall and management of examination hall educational progress during a test placement or series of placements. On call job

Salary: on daily wages/1200-1800

Timing: on call/activity based

Invigilator:

Perform duty in examination hall take quires of candidate have ability to work efficiently and under pressure

Salary: daily wages/1000-1500

Timing: on call/activity based

CSR:

Customer service representatives interact with customers on behalf of an organization. They provide information about products and services, take orders, respond to customer complaints, and process returns. Many customer service representatives work in customer contact centers.

Salary: 12.000-18.000

Timing: 9 to 5 (8 Hours)

Physical Test Center Supervisor:

He takes physical test like if we work on police project where we need medical test of person and computer skill test like typing test etc. Must have ability to work under pressure

Salary: daily wages/1600-2400

Timing: on call/activity based

Quality Supervisor:

Job Description for Quality Control (QC) Supervisor. Quality control (QC) supervisors are responsible for all aspects of quality control in an organization. They supervise the quality control department, which includes handling all personnel and policies.

Salary: 15000-24,500 (**Project Based**)

Timing: 9 to 5 (8 Hours/on call)

Security Supervisor:

The primary role of security officers is to provide protect the property, buildings and grounds and the people do business there. To execute their duties properly, security guards work in a team. A security officer supervisor coordinates all of the team's activities, such as scheduling shifts and training.

Salary: 12.000-18.000

Timing: 9 to 5 (8 Hours/on call)

Inspector Driver:

Inspected a drivers how they drive and are they familiar to traffic signs how much they care about peoples life is he follow the traffic rules inspector driver have right to reject to candidate .must have ability to work under pressure

Qualification: bachelor degree in any subject

Salary: daily wages/1000-15000

Timing: on call/activity

Data Entry Operator:

Data entry operator responsibilities include collecting and entering data in databases and maintaining accurate records of valuable company information. ... You will work with a data team and data manager. Must have ability to work under pressure.

Qualification: Matric/F.A 30WPM

Salary: 15000/-38-wpm (3-6 per form)

Timing: 9 to 5 (8 Hours/daily wages)

Receptionist:

Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures, monitoring logbook, issuing visitor badges.

Qualification: F.A

Salary: 12000-15000

Timing: 9 to 5 (8 Hours)

Personal Assistant:

Responsibilities typically include: acting as a first point of contact: dealing with correspondence and phone calls. Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive. Booking and arranging travel, transport and accommodation. Organizing events and conferences. Traveling with directors in country wise necessary.

Qualification: Master in any subject

Salary: 30.000-35.000 (with Traveling)

Timing: 9 to 5 (8 Hours)

Admin Officer:

Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Main **duties** include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.

Qualification: Master degree in any subject

Salary: 25.000-30.000

Timing: 9 to 5 (8 Hours)

Human Resources:

Specialists are responsible for recruiting, screening, interviewing and placing workers. They may also handle employee relations, payroll, benefits, and training. Human resources managers plan, direct and coordinate the administrative functions of an organization.

Qualification: master in any subject

Salary: 25.000-33.000

Timing: 9 to 5 (8 Hours)

Monitoring Officer:

The specific duty to ensure that the Council, its officers, and its Elected Councilors, maintain the highest standards of conduct in all they do. ... To be responsible for matters relating to the conduct of Councilors and officers; and. To be responsible for the operation of our Constitution.

Education: master degree in any subject

Salary: 1500-2000 depends on ability (Test Based/Project Based)

Timing: 9 to 5 (8 Hour/on call)

Procurement Officers:

Directing purchasing agents and buyers throughout the process of evaluating suppliers, conducting interviews with vendors, negotiating supplier agreements and managing supplier and vendor contracts.

Qualification: MSC

Salary: 15000-25000 depend on ability

Timing: 9 to 5 (8 Hours)

I.T Manager:

An Information Technology Manager is responsible for implementing and maintaining an organization's technology infrastructure. Businesses rely on a central information processing system to support efficient data management and communications.

Qualification: F.A diploma in I.T

Salary: 22.000-32.000

Timing: 9 to 5 (8 Hours)

Marketing Executive:

Aim to maximize profits through developing sales strategies that match customer requirements and by promoting products services or ideas. Marketing is one of the most popular career choices for graduates.

Qualification: MBA fresh

Salary: 20.000-25.000+incentives

Timing: 9 to 5 (8 Hours)

Networking /Technician:

Designing and installing well-functioning computer networks, connections and cabling. Performing troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network. Testing and configuring software and maintain and repair hardware and peripheral devices.

Qualification: F.A /DIPLOMA in networking (I.T)

Salary: 15.000-20.000

Timing: 9 to 5 (8 Hours)

Driver:

Loading, transporting, and delivering items to clients or businesses in a safe, timely manner. Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

Qualification: middle LTV License

Salary: 12.000-15.000

Time: 9 to 5 (8 Hours)

Office Boy:

Office boy is a man who works in a corporate environment, often doing simple or menial tasks like getting the mail or fetching coffee and lunches. an office boy is a guy who is hired to run his bosses errands and to do simple tasks around the office like filing.

Qualification: middle

Salary: 12.000-13.500

Time: 9 to 5 (8 Hours)

Sweeper:

Drives street sweeper to clean office and maintain campus streets.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: Drives street sweeping vehicle to clean streets of trash, debris, and other contaminants. ... Drives dump truck, picks up trash, and performs other minor grounds maintenance tasks as needed.

Qualification: primary

Salary: 12000-15000

Timing: 9 to 5 (8 Hours)