

**Job Title:** MIS Expert  
**Department:** Call Centre  
**Location:** Ranchi, Harmu road  
**Job Type:** Full Time

**Position Summary:**

We are searching for an innovative, well-organized MIS Expert to join our growing company. MIS Expert help design, develop, and improve new or existing MIS systems to help analyze, collect and process data/information in order to generate reports about the current status and perspectives of a company and its respective business environment.

Candidate must be professional and a personable leader committed to the overall objective and self-development within the company.

**Responsibilities:**

The following is a list of the major responsibilities of the MIS Expert:

- Design, Development and management of MIS infrastructure
- Analysing and processing large scale information
- Generating business knowledge reports
- Managing technical aspects of data evaluation
- Defining technical aspects of data evaluation
- The MIS Expert deals mainly with information and data. They take information, visualize it, and systematically evaluate it in order to generate business-relevant knowledge.
- They are also responsible for the technical aspects of data evaluation. For example, they define the requirements for MIS solutions, design or even develop their own applications, if necessary.
- Besides, they ensure that the software solutions used actually help deliver the desired insights.
- Evaluating and Improve Information Processes as needed
- Performing routine Data Checks

**Qualifications:**

To be considered for this position you will possess the following skills, attributes, and abilities:

- Must be BCA/BSc.(IT)/B.Tech or similar.
- Master's degree preferable.
- Experience of MIS Expert.
- Strong leadership abilities and good time management skills.
- Excellent problem-solving and management skills.
- Ability to train junior employees.