

**Candidate Profile**

<b>Designation</b>	Executive/Associate/Assistant Manager – Quality Management System
<b>Qualification</b>	MCA / B Tech / BE (IT or CS)
<b>Critical skills</b>	SEPG, CMMI processes, Project management, Research & analysis, Planning & estimation, Documentation, Written and verbal communication, Presentation, Coordination, Leadership potential.
<b>Experience</b>	Minimum 5 years of experience working in SEPG group and CMMI processes development, execution and audit. Certified Appraisal Team Member (ATM) would be right match to the requirement.
<b>Location</b>	Ahmedabad

**Roles & Responsibilities:**

- Preparation of CMMi level 3 Version 2.0 re-appraisal.
- Ensure implementation of QMS processes across projects.
- Facilitate the project team for process adherence.
- Conduct Internal Audit of projects to verify the process compliance.
- Coordinating with different departments and cross-functional teams to communicate non-compliances and advise on action items.
- Training and educating the team on relevant processes and improvements.
- Planning and coordinating Process Improvement activities
- Collection and Evaluation of Process Improvement suggestions from organization or from external audits.
- Developing and execute new initiatives for continuous process improvements through Quantitative Project Management and Automation.
- Providing information about Process Improvement done to the relevant staff and ensure it reaches the respective staff
- Maintaining Organization’s Measurement Repository. It involves collection of metrics data, validating it and publishing of metrics reports.
- Report project’s Process performance to management.

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