Key deliverables for the role of "Manager – Process Assurance"

- Review the existing SOP / Process Workflow pertaining to respective function.
- Manage and ensure effective implementation of functions policies, procedures, and controls so that all relevant procedural/legislative requirements, fulfilled while delivering a quality, cost-effective service.
- In absence of formal / structured processes, engage with the stakeholders to understand the prevailing process adopted by the respective states and accordingly devise SOPs for implementation
- Recommend process improvements / automation to strengthen controls
- Work with the core risk team as an embedded risk manager for the function
- Test the controls and for process compliance as per the agreed plan in liaison with the Risk Team
- Address to changing project & business requirements in newer areas of operations
- Contribute to automating the dashboarding requirement with value added exception report for better monitoring
- Play a pivotal role in cost optimization by plugging gaps thru process correction / re-engineering
- Drive the proactive identification of significant areas of improvements to internal controls and ensure recommendation and implementation of corrective action.
- Compliance requirements to be adhered to on the established and new processes
- Benchmark our processes against the best in the industry to have competitive advantage

Required Skills:

- Verbal and written communication skills, Interpersonal skills.
- Strong analytical and problem-solving skills.
- **CTC: 11.5 LPA**