



## PMaps Assessment

<b>Job Title:</b>	Assessment Analyst – e-Assessment	<b>Job Category:</b>	Research
<b>Department/Group:</b>	Product Development and Research	<b>Job Code/ Req#:</b>	021
<b>Location:</b>	Mumbai - Chembur	<b>Travel Required:</b>	Rarely
<b>CTC Offered</b>	Best as per Industry Standards	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	career@pmaps.in	<b>Date posted:</b>	December 4, 2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	December 4, 2017
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:career@pmaps.in">career@pmaps.in</a> Subject Line: <b>Attention:</b> Please mention the Job Title in your application subject		<b>MAIL:</b> HR Department - PMaps Assessment Office No.21&22, B Wing, Gurudev Apartments, Chembur Naka, Opposite MTNL Telephone Exchange, Chembur - 400071	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Creating and managing the content creation for multiple assessment projects by understanding the client's requirement and PMaps product design and meeting the required deadlines</li> <li>2. Interacting regularly with the clients for content customization and improvisation ensuring the best client satisfaction</li> <li>3. Working directly with the development team to improvise product design, workflow and documentation</li> <li>4. Contribute to the development of processes and procedures to develop best content across skill levels across industries</li> <li>5. Make independent decisions regarding the content design processes and tools to be used</li> <li>6. Work closely with Subject Matter Experts and Industrial Psychologists to ensure the quality project delivery on time</li> </ol>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> Advanced Graduate/Post Graduate Degree in any area that offers subject matter expertise <i>(Previous experience in content area relevant to assessment design and test development preferred)</i>			
<b>PREFERRED SKILLS</b> <ul style="list-style-type: none"> <li>• Willing to take challenges associated with the start-up environment</li> <li>• Knowledge of content development processes and procedures for an assessment company</li> <li>• Working knowledge of psychometrics</li> <li>• Excellent oral and written communication and presentation skills.</li> <li>• Familiar with Microsoft Office Suite of products including Word and Excel.</li> <li>• Ability to quickly adopt and learn new software and technologies.</li> <li>• Ability to effectively handle multiple situations simultaneously</li> </ul>			
<b>Reviewed By:</b>	Tarvinder Kaur	<b>Date:</b>	December 4, 2017
<b>Approved By:</b>	Tarvinder Kaur	<b>Date:</b>	December 4, 2017