

Job Description Template for MANAGERIAL

Job Title: Managerial

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As a Manager, you will be responsible for overseeing departmental performance, implementing strategic initiatives, and ensuring the successful execution of organizational goals. This leadership role demands strong decision-making, team management, and communication capabilities.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

Level of Experience / Expertise Requirements

(Use as per requirement)

Entry Level (0–2 years): Assist in operational planning, documentation, and team coordination.

Mid-Level (3–5 years): Manage team outputs, coordinate projects, and report performance metrics.

Senior Level (6+ years): Lead departments, implement strategic goals, and manage change initiatives.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's/Master's degree in Management, Business Administration, or a related field
- Demonstrated experience in managing cross-functional teams
- Strong leadership, reporting, and decision-making skills

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Coordinate daily team operations and monitor progress (Entry Level)
- Maintain communication logs and prepare status reports (Entry Level)
- Ensure alignment of goals with departmental objectives (Mid-Level)
- Supervise team productivity and resolve workflow issues (Mid-Level)
- Optimize resource utilization and process efficiency (Mid-Level)
- Develop and execute business strategies in line with leadership (Senior Level)
- Represent the team in leadership forums and decision-making (Senior Level)
- Promote learning, mentoring, and staff engagement initiatives (Senior Level)

Skills Required (Technical + Behavioral):

- Strategic thinking and analytical ability
- Team leadership and interpersonal skills
- Proficiency in operational and project management tools
- Conflict resolution and adaptability
- Effective communication and goal orientation

ABOUT PMAPS

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