

## JOB SUMMARY

### Job Title: BIS Operation Executive

#### Job Summary

We are seeking an Operations Executive with 2–3 years of experience in handling BIS (Bureau of Indian Standards) certification processes. The candidate will support application filing, documentation, coordination with laboratories and authorities, and ensure timely compliance with BIS requirements.

#### Key Responsibilities

- Assist in preparation, filing, and follow-up of BIS certification applications.
- Coordinate with clients, testing laboratories, and BIS officials for documentation and inspections.
- Maintain records of applications, test reports, licenses, renewals, and amendments.
- Track application status and ensure timely follow-ups on the BIS portal.
- Handle BIS queries and assist in closure of non-conformities.
- Support factory inspection coordination and documentation.
- Maintain MIS reports, trackers, and compliance records.
- Ensure adherence to BIS standards and timelines.

#### Required Skills & Knowledge

- Basic understanding of BIS standards and certification schemes.
- Hands-on experience with the BIS online portal.
- Strong documentation and record management skills.
- Good communication and coordination abilities.
- Attention to detail and compliance-oriented approach.
- Ability to manage multiple applications and deadlines efficiently.