



Posting: MIS Manager – (Management Information Systems)
Locations: New Delhi, India
Terms: Permanent, Available immediately

Who are we?

Bearing Traders (I) Pvt Ltd is a vibrant and pioneering business house that offers quality bearing solutions of international standards. Driven by an extraordinary workforce, our superior customer support and experience in the field helps us meet all the requirements of our customers.

“Committed to provide the best for our customers”

The company is building a family wherein all members work towards a better future not only for the company, but for themselves. By joining the community, you are joining the family and growing your experience, knowledge, and exposure by learning about the backbone of all industries of the country. BT looks forward to providing a nurturing environment for its members

MIS Manager – Delhi (Headquarters)

- Keep up-to-date with trends
- Social media page optimization
- Track website traffic and other metrics
- Optimize performance of the website
- Give ideas as to how to increase ROI (returns on investment)
- Provide reports to the managing teams and clients
- Supervise and overlook marketing teams
- Manage google sheet flow management systems for the staff, bridge communication and handle IT Jobs
- Knowledge of in-depth Microsoft excel, business operations, and google sheets

It would make you successful if you:

- Are a graduate/post graduate with relevant experience
- Have prior exposure to working in intense environments
- Can maintain client relationships and have great communication skills
- Good team player with good communication and interpersonal skills
- Diligent, detailed and responsible

Working hours: Monday – Saturday, 9:30 am to 6:30 pm
Remuneration: Rs. 25,000/month (negotiable)