

Job Description

1. **Official name of the designation:** QA Executive-Tutoring
2. **Educational qualifications required:** Graduates and Post Graduates can apply
3. **Prior experience/skill sets required:**
 - a. Quality Analysis / Online Tutoring / Teaching experience will be preferable
 - b. Good written and communication skills
 - c. Good typing skills
 - d. Thorough working knowledge in MS Office tools
2. **Roles and responsibilities:**
 - a. Provide feedback only on issues relating to whether the session met the student's needs and whether it was educationally sound.
 - b. Provide feedback on recurring issues, not issues that appear randomly in sessions unless of course the issue is one of incorrect content or is a serious violation of policy.
 - c. Direct tutors to resources for those areas that require improvement.
 - d. Ensuring that the content is delivered error free
 - e. Ensuring communication was clear, encouraging, and professional
 - f. Ensuring that the instructional approach was appropriate for the student
 - g. Ensuring that the students' needs are met in a timely manner
 - h. Ensuring that FEVTutor policies are adhered in the sessions.
 - i.
4. **Reporting hierarchy (reporting to):** Manager Content & QA
5. **Compensation offered:** 1.44 to 3 L CTC depending on experience

NOTES: If you have any questions, please write to hr.cbe@focusedumatics.com