

**We offer ample opportunity to the creative minds and invite applications from aspiring, young and experienced candidates thirsty for taking up new challenges.**

**Want to change the world? If the answer is yes, then you've come to the right place.  
Just email in brief about your profile and interest along with your resume at  
[novamantic@gmail.com](mailto:novamantic@gmail.com)**

**Novamantic is an ISO 27001:2013, 9001:2015 testing and assessment solutions provider company for educational Institutions, Government organisations, Corporate entities, individual customers and international clients around the world. Novamantic provides a full suite of assessment services to delivers exams in a very secure environment to millions of individual every year.**

**Novamantic is an Equal Opportunity and Affirmative Action Employer All qualified applicants, including minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.**

**NOTE:- Preference will be given to employees who have past experience in  
(TESTING AND ASSESSMENT COMPANY)**

# Test Center Administrator

## Job Description:

The Test Administrator position is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment. (Preferences would be given to retired employees form Government and Private)

## Willingness to travel across PAN India

Novamantic is seeking a **PART-TIME** Test Center Administrator for PAN INDIA basis.

## Requirement:

Our ideal candidate demonstrates flexibility and teamwork.

- This is a **STRICTLY PART TIME** position and will remain as such **permanently** .
- Ability to work 10-20 hours per week with an expectation to work more hours as needed.
- Employees must be available to work varying shifts between the hours of 7am - 8pm various shifts as scheduled, any day Monday through Sunday.
- Schedules are available at least 2 weeks in advance.

## Skills Required:

- Understands and complies with all testing procedures.
- Checks in examinees, verifies identification, and explains the exam process.
- Monitors examinees while testing.
- Maintains a secure testing environment.
- Communicates with internal departments to investigate and fix technical issues.
- Strictly adheres to company policies using careful judgment.
- Light housekeeping duties such as vacuuming, sanitising keyboards, office trash, etc.
- Other duties as assigned.

## Qualifications:

- Undergraduate or equivalent is required.

- Strong communication skills are a must.
- Must be flexible in work hours and days.
- Beginner to Intermediate experience in Microsoft Office (Word, Excel and Outlook).
- Ability to lift up to 20 lbs. on occasion. Must be able to sit for long periods of time and also escort candidates to and from testing room. Must be able to bend, stoop & lift from a stooped position.
- Must be comfortable in a quiet testing environment and hear spoken words in soft voices.
- Must be able to see small details at a distance. Ability to see names clearly on id cards and the computer screen.

**Primary Location:** Any where in India **Work Locations:** PAN INDIA