

## Job Description

### Assistant Manager/ Manager, Interior Design

1) **Location:** We are currently looking for Gurgaon.

2) **Salary Pay-out & Growth Trajectory:**

- Competitive salary package commensurate with industry standards and candidate experience.

3) **Brief about the Organization:**

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 1500+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information: visit our website [www.ffsc.in](http://www.ffsc.in) and social media platforms.

4) **Application & Selection Procedure:**

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- The selection process may include a Pre-Placement Talk, Interview, SOPs, Assignment, Group Discussion, etc., as deemed necessary. Management holds the final discretion in the matter.
- The decision of the management will be final and binding.

5) **About Job Role:**

- **Objective:**
  - The Assistant Manager/Manager, Domain will oversee training programs within their field of expertise, collaborating with Subject Matter Experts (SMEs) and ensuring comprehensive training delivery aligned with industry standards.
- **Key Responsibilities (KRA):**
  - Develop and manage training programs in Interior Design, Product Design, or a related discipline.
  - Collaborate with SMEs to create detailed job role descriptions and training content.

- Conduct training sessions and workshops to enhance the skill sets of participants.
- Train the master trainers/trainers in the industry.
- Coordinate with internal teams to ensure alignment of training programs with organizational goals.
- Evaluate training effectiveness and implement improvements as needed.
- Maintain up-to-date knowledge of industry trends and integrate relevant insights into training programs.
- **Internal & External Interfaces:**
  - **Internal:** Collaborate with FFSC leadership, Training & Development team, and other divisions.
  - **External:** Engage with SMEs, training providers, industry partners, and other stakeholders.
- **Key Performance Indicators (KPI):**
  - Number of training programs developed and implemented.
  - Number of new age skills integrated and programs revised
  - Quality of content based on SME and participant feedback
  - Number of training sessions and workshops conducted.
  - Number of master trainers/trainers trained.

## 6) Minimum Qualification Requirements:

- **Education:**  
 Relevant Degree in Interior Design, or a related discipline (preferred)  
 Experience in Furniture Design is an add-on  
 Or  
 B.tech/BE Graduate
- **Work Experience:**
  - 6+ years of experience in the relevant field, with proven expertise in training and development (preferred).
  - Experience working on residential, commercial, or industrial design projects is preferred.
- **Skills:**
  - Proficiency in design software (e.g., AutoCAD, SketchUp).
  - Strong communication and presentation skills.
  - Ability to work collaboratively with diverse teams and stakeholders.

## **7) Competencies:**

- **Technical Competencies:**
  - Expertise in interior design or furniture design, with practical experience in creating design solutions.
  - Deep understanding of industry-specific standards, tools, and techniques relevant to the domain (e.g., interior design/ furniture design).
  - Up-to-date knowledge of industry trends and best practices within the relevant domain.
  - Proficiency in managing multiple training projects simultaneously, ensuring they are completed on time and within budget.
  - Ability to work closely with SMEs to extract and integrate domain-specific knowledge into training programs.
  - Strong facilitation skills for conducting effective training sessions and workshops.
  - Ability to adapt training delivery to different learning styles and participant needs.
- **Generic Competencies:**
  - Time management.
  - Excellent interpersonal and communication skills.
  - Leadership and team coordination.
  - Stakeholder Management