

	CANON INDIA PRIVATE LIMITED
<b>Title</b>	BIS / PPP - Apprentice
<b>Division</b>	BIS / PPP
<b>About Canon</b>	Canon India Pvt. Ltd. is the sales and marketing subsidiary of Canon Inc., a world leader in imaging technologies. Set up in 1997, The company today has offices in 10 cities across India with warehousing facilities at 6 locations and employs over 1000 staff and over 850 channel partners. Canon offers an extended product portfolio, including Digital Production Printers, Large Format Printers, Commercial Printers, Multi-Functional Devices, Managed Document Services, Inkjet & Laser Printers, Document and Cheque Scanners, Digital Cameras, DSLRs, Mirrorless cameras, Cinematic Imaging Products, Surveillance cameras and Medical Imaging products catering to the multiple market segments of consumer, SME, B2B, Commercial, Government & PSUs.
<b>Location</b>	Delhi, Noida, Bangalore, Chennai, Hyderabad, Madurai, Cochin, Mumbai, Pune, Kolkata
<b>Grade</b>	A2
<b>Apprenticeship Duration</b>	One Year <b>(Post which candidates may get absorbed for full-time basis their performance when the vacancy arises)</b>
<b>Category</b>	On Field Work <b>(Apprentices will be sent on field for the servicing of office automation products)</b>
<b>Position purpose</b>	For BIS Service, we are looking for Candidates who are interested in learning the theoretical and practical aspects of digital printer, production printers and camera's which includes its installation, configuration, troubleshooting & repairing while visiting corporate and enterprise clients.
<b>Education</b>	Diploma/ Degree engineers from the field of Electrical, Electronics, Electronics & Communications Stream (Pass out Year – 2022, 2023, 2024, 2025)
<b>Experience</b>	Fresher
<b>Skills</b>	<ul style="list-style-type: none"> <li>• High confidence</li> <li>• Good Communication Skills</li> <li>• Good Technical skills</li> <li>• Customer Orientation</li> <li>• Willingness to learn technology</li> </ul>
<b>Job Duties &amp; Perks</b>	<b>For Business Imaging Solutions</b> <ul style="list-style-type: none"> <li>• Apprentice will get trained in the theory of L1 printers, Color and L2 printers.</li> <li>• Apprentice will get knowledge of L1, Color and L2 printing with "hands on" exposure on troubleshooting of printers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exposure to work with Multinational Corporate organization, understanding of policy and process, also help them to understand and improve their corporate communication skills (verbal and email communication).</li> <li>• Installation, Troubleshooting &amp; Servicing of Printers/MFDs</li> <li>• During their tenure as an apprentice, they will also get continuous guidance over phone/ video call by Regional Technical specialist and Senior Engineers.</li> <li>• After successful completion of training as an “apprentice” the job role is attending to customers, install calls and other service-related activities.</li> </ul>
<b>Desired Competencies</b>	<p><b>Team Dynamics</b></p> <ul style="list-style-type: none"> <li>• Understands external &amp; internal dynamics for running of operations</li> <li>• Is able to understand the direction shared by the management and translates it into action plan for the team</li> <li>• Enhances efficiencies in the operation by improvising &amp; understanding differentiating attributes of people &amp; processes</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• High confidence, no hesitation to talk to seniors, with good influencing skills</li> <li>• Seeks information &amp; insights to develop a clear understanding of the situation</li> <li>• While being simple &amp; short in one's articulation, can effectively use the right words to communicate the complete message.</li> <li>• Is structured in own thoughts &amp; navigates through situation &amp; people to address their respective concerns &amp; create the right influence.</li> <li>• While being impactful in one's communication, is conscious of not dominating the interaction.</li> </ul> <p><b>Result Orientation</b></p> <ul style="list-style-type: none"> <li>• Sets stretched goals for self/ team which align with organization goals.</li> <li>• Creates sense of urgency across hierarchy when needed</li> <li>• Generates alternatives, engages team, seeks support within &amp; outside the organization to efficiently complete work with good learning orientation.</li> <li>• Integrates systems &amp; processes for synergy &amp; performance.</li> </ul> <p><b>PHYSICAL DEMAND</b>  <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>

- 1) Mobility –
  - Have to move frequently within the office to interact with employees and outside the office to meet customers, attend events, etc.
  - Hand, wrist, finger movement while using laptop/ give product demonstrations
  - Travel to customers place
- 2) Vision –
  - Work involves making decisions based on visual cues, word documents, excel sheets, creating presentations, reading mails from stakeholders and customers, reports, excel database on laptop
  - Deciphering body language of customers, employees during dialogues
- 3) Ability to Hearing –
  - Significant work involves making decisions on auditory inputs like listening to people face to face or over phone or video calls on a day-to-day basis.
  - Ability to hear, understand, and distinguish speech while speaking to internal and external stakeholders
  - Engage in long conversation with stakeholders and customers
- 4) Cognitive –
  - Work involves making complex decision making based on people interactions, and subjective issues related to sales deals. Work involves processing data or information on business deals with customers and with support functions like accounting, credit, service etc
- 5) Speech –
  - Significant amount of work involves speaking clearly so listeners (employees, customers) can understand

## **WORK ENVIRONMENT**

***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions***

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel working within this job title.

