

JOB DESCRIPTION

Position:	Software Engineer		
Reports to:	Chief Technology Officer, Systems		
Location:	Mumbai, India	On site visits:	Rarely
Job Type:	Permanent	Support Mode:	Email / Phone / Online

Overall Responsibilities:

- Develops and maintains information systems by designing, developing, and installing software solutions by analyzing information
- Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
- Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Prepares and installs solutions by determining and designing system specifications, standards, and programming.
- Improves operations by conducting systems analysis; recommending changes in policies and procedures.
- Provides information by collecting, analyzing, and summarizing development and service issues.
- Accomplishes engineering and organization mission by completing related results as needed.
- Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle

Primary Responsibilities:

- Maintain and upgrade the current set of Medknow applications
- Respond to the queries / issues reported from internal / external clients
- Update the web content as required
- Improve the usability and comprehensiveness of the existing developments
- Provide support for external communications to existing customers
- Provide support to Communications team as needed

Required skills:

- Excellent written and verbal communication skills
- Ability to work collaboratively in a team environment
- Good organization skills and ability to prioritize work load
- Eye for detail, methodical and consistent in approach
- Able to work independently, with minimal supervision
- 3 - 5 years' plus experience in software development
- Experience of working in an electronic Publishing environment (preferred) and with online applications



Technical Knowledge

- Asp.Net 3.5, Asp Classic 3, Visual Basic 6.0, MS sql Server, sql programming.
- Knowledge of CSS, html, java script, jquery, vbscript and Web Programming Skills.
- Experience in documentation and templates.

Desirable Qualifications

- B.E/Graduation in Science or Diploma in computers / engineering