

## JD for Operations Executive

<b>Location</b>	Mumbai, Maharashtra
<b>Position</b>	Operations Executive
<b>Number of openings</b>	1
<b>Job Type</b>	Full-time
<b>Qualification</b>	MA in MSW or MBA -in Social Work/Rural Development
<b>Skillsets Required</b>	<ul style="list-style-type: none"> <li>• Proven work experience as Operations Manager or similar role</li> <li>• Outcome oriented</li> <li>• Strong problem solving and coordination skills</li> <li>• Good at monitoring compliances</li> <li>• Good flair for data analysis</li> <li>• Proficiency in Microsoft Office (Word, Excel, Outlook)</li> <li>• Excellent communication skills</li> <li>• Proficient in making presentations</li> <li>• Willing to travel and stay out of HQ for a while</li> <li>• Aptitude to learn and adapt to new things</li> <li>• Highly developed interpersonal skills, ability to work in a team</li> <li>•</li> </ul>
<b>Experience</b>	2-3 years of experience on -field preferably in the skilling eco system
<b>Salary:</b>	<b>₹35,000.00 - ₹45,000.00 per month</b>

At Vedanta, we believe that human capital is our core asset. Elevating internal talent to enhanced leadership roles is our hallmark and has been the key factor in delivering business growth.

We are looking for bright young leaders for the position of Operations Executive -Vedanta Foundation.

### ROLES & RESPONSIBILITIES

- Overlooking operations of Training Partners
- Identification of Partners, On-boarding and Signing MoU (Training Partners and Industries)
- Liason with Vedanta Business units
- Center Set-up (Infra and Branding) - Quality of infrastructure including labs through regular use of App to ensure this.
- MIS & Review of Partner performance including receipt of registration fees and loan approval on time etc
- Identification of Industry cluster around each center (Center specific employer mapping)

- Master planning of each center for it to be self-sustainable
- Ensuring Quality of trainings – including trainer quality, attendance, display boards using monitoring tools
- Physical visits for audits, monitoring and evaluation purposes

### **How to Apply**

Eligible Candidates please share your updated profiles at: [admin@vedantafoundation.org](mailto:admin@vedantafoundation.org)