

Job Openings

PROGRAM CO-ORDINATOR

Salary: ₹10,000/month (plus incentives)

Vacancy: 1

Eligibility & Qualifications:

- Bachelor's degree in any discipline
- 1-2 years of experience in coordination or administrative roles.
- Fresher's with strong skills may also apply.
- Strong interpersonal, multitasking, and organizational abilities.
- Proficiency in Microsoft Office.

Roles & Responsibilities:

- Assist the Program Manager in the planning and execution of the programme.
 - Coordinate schedules, resources, and logistics for training sessions and events.
 - Maintain detailed records of activities, attendance, and program outcomes.
 - Act as a liaison between trainers, participants, and other stakeholders.
 - Handle day-to-day operations and ensure smooth execution of activities.
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TRAINER

Salary: ₹15,000 – 25,000/month (plus incentives)

Vacancy: 2

Eligibility & Qualifications:

- Graduate in any discipline, with certifications in skill development or capacity building (preferred).
- 3+ years of experience in training, especially in the MSME or entrepreneurship sector.
- Strong knowledge of MSME policies, business development strategies, and capacity-building techniques.
- Excellent presentation and communication skills.

Roles & Responsibilities:

- Design and deliver capacity-building training modules for MSMEs.
- Conduct workshops, seminars, and one-on-one training sessions.
- Provide mentorship and guidance to MSME participants.
- Evaluate participants' progress and share feedback for improvement.

- Stay updated with industry trends and adapt training modules accordingly.
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IMPORTANT NOTE FOR APPLICANTS:

1. **Application Submission:** Candidates must submit the completed application form along with their updated resume.
2. **Documents for Interview:** Applicants are required to bring the following documents during the interview:
3. **Deadline for Application Submission:** Ensure your application is submitted before the given dateline.
4. **Selection Process:** Only the shortlisted candidates will be notified via email or phone for the interview schedule.

Employment details:

Sl.no	Name of the organization	Position & description of roles

Professional trainings: (Please mention briefly on any certification trainings attended)

Sl.no	Details

Any other details:

Sl.no	Details

I certify that the statements made by me are true and correct to the best of my knowledge.

Date:

Signature: