

Job Description – Associate, Operations

About SkillIndiGlo

SkillIndiGlo seeks to bridge the demand/supply gap for skilled workers (across industries) from India to other countries. We manage the end to end process worker deployment from identification of unique needs of the client and quality training and accreditation to travel and documentation related to dispatch of Indian workers to the client's country.

SkillIndiGlo comprises professionals who have deep experience in skilling, both domestic and international. The team carries decades of experience of working with the Government at the highest levels, representing India in multiple international forums including in Japan, Netherlands, the UK and Abu Dhabi, and has networks across the skills space, from training providers to international recruitment agents.

Please see www.skilindiglo.com for more details of our pioneering model.

We are seeking an Associate to join the Operations Team of this exciting start up – which provides better job and livelihood opportunities to Indians!

In SkillIndiGlo, this candidate – as part of the Operations team - would have the critical mission of sourcing and processing candidates who will eventually work globally with our overseas clients.

Roles and Responsibilities – these are indicative:

Relationship management and a process driven approach will be core aspects of this job role.

- Candidate sourcing
 - Understanding the requirement of candidates as given in the contract signed by SkillIndiGlo with each client.
 - Designing communication material to source candidates as per client requirement.
 - Planning of channels through which to source candidates, and making a business plan for ensuring such sourcing is timely, adequate in quantity, and quality.
 - Reaching out to appropriate SkillIndiGlo partners, making them understand the requirement and ensuring adequate sourcing from partners.
 - Continuously improving understanding of Indian Skill Ecosystem and evaluating possible partners for collaboration in each business venture.
 - Using social media extensively to source candidates.
 - Using job search websites to source candidates, and ensure optimum utilization of such engagements.

Candidate management

- Using technology to sort CVs received as per their suitability for the assignment. Tabulate, process as required and draw up candidates for various screening and selection rounds.

- Checking appropriate credentials of candidates like CV, age, education certificates, passports etc. for validity, authenticity and other requirements.
- Maintaining communication with the candidates, and ensuring complete customer satisfaction of the candidates.
- Continuously following up and updating status of candidates, and informing candidates of their progress.
- Maintaining updated information on candidates with all parameters.
- Designing and developing all communication material for candidate engagement and supporting in website management and social media for the company, from candidate angle. Developing and maintaining MIS for the same.
- Others:
 - Being a startup, there will be other areas of work; the Associate is expected to work collaboratively with the co-founders on identified business needs.

Essential Skills

- Strong English communication skills – both written and verbal – and ability to nurture relationships
- Focus on diligence, time management and quality of work
- Problem solving and go-getter attitude
- Good understanding of MS Office tools

Background

- Graduate preferable, but not essential.
- 3 years experience in similar position desirable, but not essential.

What we offer

- Opportunity to work and grow in a startup with top of the line professionals – great learning and mentoring potential
- Growth potential for those who can demonstrate results
- Responsibility, independence and diversity of workplace
- Fun and collaborative working environment, opportunity to shape company culture
- Compensation – better than market average
- Location - Noida

CVs to – info@skilindiglo.com with Subject Head – Associate Ops