

Role Summary

Department	Placement
Role title	Programme Implementer - Placement
Location	Chennai
Applicant	Female candidates only (cis/trans women)
Experience Required	1-2 years of experience in placements/marketing

The candidate from all marginalized communities are encouraged to apply for the position

Role Description – Key Responsibilities

Annual Plans and Reports

- Follow annual plan for the location, and report against them on a monthly basis.
- Ensure placement targets for the location are met in both 2-wheeler and 4-wheeler.
- Ensure women sustain in job in both 2-wheeler and 4-wheeler
- Will work closely with organisation's strategic partner Sakha Consulting Wings on all matters of placement as and when required.
- To be part of quarterly, half yearly and annual meetings with organisation and Sakha.

Business and Revenue targets

- Ensure marketing activities are carried out to develop new business opportunities for all the verticals as per the plan
- Responsible for keeping in touch with existing customers/clients on a regular basis to ensure maximum retention
- Responsible for bringing new customers/clients to ensure placement targets are met. Develop new business to deliver on plan targets for the year
- Coordinate with training team specifically to ensure women chauffeurs onboard smoothly and are able to be inducted into Sakha successfully
- Achieve the set revenue generation target.
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Learning and Development

- Orienting trainees on work preparedness and professionalism and continue to be in touch with them post placement.
- Organise regular Sakha chauffeurs meeting as per the plans.
- Ensure regular feedback to chauffers', drivers and riders
- Follow up with drivers, chauffers and riders on job and see if there is need for refresher course and organize that to ensure retention in job

Administrative and Finance

- Ensure invoices are generated on time and error free
- Maintenance of employment vehicles is undertaken timely to ensure efficient running of the same
- All payments from customers/clients are realized on time
- Ensure employment database is maintained with regular update

Team building and supervision

- Ensure effective internal communication processes are followed

- Assist with planning for and organizing team events
- Ensure professional communication and working relationship with trainers and DL to facilitate placement related matters.

Professional Experience – 1-2 years' experience of working in the Social Sector / NGO, placements or marketing

- Good oral and written communication skills (English, Hindi and Tamil)
- Education – Graduation/MBA from reputed institution.
- The job will require travel within Chennai.
- Prior experience in marketing and/or experience with placement services will be an added advantage

CTC- 25K-30K/Month

Interested candidates can share their updated cv on contact@pmspl.net.in mentioning the name of the position in the subject line.