

## **Position: Project Associate**

**Number of positions:** 02

**Experience Level:** 1-2 years

### **Roles and Responsibilities**

- Collaborate with the project team leader and assist to plan/design project execution
- Support in expense projection and budgeting of the project
- Responsible for day-to-day project management tasks such as data management and stakeholder response management
- Carrying out correspondence in consultation with the project leader
- Schedule audits/client visits and allocate resources accordingly
- Coordination and preparing of meetings, conferences and workshops as planned
- Notifying the project team and informing them of meeting schedules and locations
- Keep records of all information related to projects for documentation and present to the director
- Communicate effectively and build relationships with the project team and project participants
- Assist social media for posting and outreach

### **Requirements**

- Any bachelor's degree (environmental science or social science or qualification relevant to project management)
- Minimum 1 years of experience in project planning and execution.
- Excellent written and oral communication skills
- Strong stakeholder and project management skills
- Strong facilitation skills to conduct engaging meetings with project participants.
- Must be tech savvy and exposed to project management tools such as Gant chart.
- Ability to work as a part of team and autonomously.
- Willingness to learn
- Ability to build and sustain relationships with multiple stakeholders

### **Job Location:**

On site at Bhugaon, Pune

### **Compensation:**

Range of Salary - Expected to be around 15,000-25,000 per month based on experience and skillset.