

Project Name: Project Handmade in India supported by HSBC

Position: Project Support Officer

Location: Bangalore

No. of Vacancies: 1

Qualification and Experience:

- BE/ B.Tech/ Master's Degree in Rural Management/ social work/ Economics/ MBA/ VISCOM /MASCOM with above 2 years of work experience in micro enterprise/ Entrepreneurship Development/ self-employment related schemes and projects
- The candidate should possess good documentation and reporting skills, high degree of computer literacy, data analysis ability and good communication ability.

Job Description:

- Develop the formats for daily, weekly and monthly reports
- Extensive use of Advanced Excel Techniques such as pivot table (vlookup, pivot table, charts) is a must.
- Must be able to create reports using data as and when required
- Complex formulas Data visualization in form of creative dashboards
- Dashboard Development and report creation for clients
- Ensuring availability of updated data for monitoring and evaluation
- Responsible for uploading online information for project management
- Coordinate with Cluster Nodal Officer, Project Coordinator, Master Trainer and Community Mobilizers for implementation of the project
- Responsible for documentation, filing and all official correspondence related to the project
- Participate in all meetings held for review of the progress by EDII H.O/SRO
- Any other work/activity as assigned by the Office

Type of Employment: On Contractual basis.

Salary: Rs. 49,000/- CTC per month

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EDII reserves the right to accept or reject any/all application(s) without assigning any reason(s) thereof.

Forward your resume on or before **12th January 2025** to hrrso@ediindia.org indicating your specialization, experience and expertise. Please specify your current organization name along with the details of designation, current salary drawn and expected salary in resume.