



Senior Coordinator - Thiruvananthapuram, Kerala

Job description

About Jarvis Technology & Strategy Consulting Pvt. Ltd:

Jarvis is a Political consulting firm that helps its clients to solve the most pressing political and administrative problems using technology & data. We specialize in leveraging cutting-edge technology and advanced data sciences to create scalable solutions to complex problems. At Jarvis, we work in Operational Excellence, Project Management, Policy Research, Campaigns & Communications, and Strategy, offering a universe of solutions to our clients, including governmental agencies, political parties and a few of India's biggest and emerging unicorns.

We're looking for a Sr. Coordinator to join our team to help us expand on these portfolios.

Location - Thiruvananthapuram, Kerala

Language - Malayalam & English

Responsibilities:

- Strategize long/short term action plan for the clients, in conjunction with the central team
- Coordinate cross-functionally with ground team, technology, outsourced vendors and call centre
- Create project plans, milestones, timelines, resource needs etc. to streamline implementation
- Manage the administration function, refining processes and systems wherever possible
- Make reports having insights backed with on-ground data to ensure the smooth running of projects
- Plan & proactively monitor project progress, and resolve issues with appropriate corrective action
- Showcase proactive stakeholder management to ensure positive long-term relationships with our clients



Join us if you are : Detail and process-oriented. Capable of executing tasks impeccably without active guidance. Prepared to shift base / city to nail on-ground execution. Emotionally mature.

Desired Profile

- 2 - 4 years relevant experience in a hardcore execution-focused role e.g. ground operations/sales at a big e-commerce/hospitality startup, assignments with premier fellowships like TFI
- Experience in managing multiple stakeholders and / or accounts in a large scale startup is a plus
- Should have strong reporting and analytical skills and intermediate level capability to use MS Excel
- Bonus points for strong grasp on the political landscape in India
- Fresher candidates just out of college, having good experience of being involved in Fests organizing teams in college are welcome to apply.
- Excellent communication skills in Hindi and English is compulsory for applying for this position.

Industry

- Business Consulting and Services