Tata Institute of Social Sciences

TATA INSTITUTE OF SOCIAL SCIEN
SCHOOL OF VOCATIONAL EDUCAT
V.N. PURAV MARG, DEONAR - MUMBAI
(A Deemed University under section 3 o
Act, 1956)

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Recruitment Advertisement

TISS – SVE is inviting applications for below mentioned

1) Manager - Operations

No. of Vacancies	: 1
Fixed term contract	: Two years (on extension basis)
Qualification	: Graduation/Post Graduation in any field
Experience	: 7 plus years in Client Account Management /Ope
Job location	: Deonar, Mumbai

Job Responsibility: Will be responsible for handling day to day activiti HUBs/Verticals assigned to him/her. Manage the project deadlines, a might be related to the HUB/Vertical. He/she must be able to manag prioritize the various tasks. Should be open to travel.

Skills Required:

1. Excellent English communication
2. Be detail oriented
3. Be able to Multi-task and handle several client accounts
4. Be able to manage time and projects effectively
5. Be able to work along with teams
6. Have knowledge and experience in using Microsoft Office Software
7. Have efficient networking skills
8. Have initiative, motivation and focus

Annual CTC Offered : 4 - 5 Lacs Per Annums