**Job title – Project Manager**

UCIT – Mumbai (Maharashtra)

Reports to – Assistant Director / Manager – Operations

**Key Responsibilities**

* Take lead to ensure the smooth functioning of the project (IT Centre – Mumbai, Maharashtra), manage the overall operation to ensure optimum utilization of available resources
* Lead proper staff management (including recruitment as per requirement), maintain decorum in center, manage procurement as per organizational policy, cash management (fee & petty expenses)
* Manage center reporting, documentation, ERP, donor visits, etc.
* Develop strategies & implement them on the ground to fill the vacant seats as per set targets batch-wise and course-wise. Making presentations at nearby coaching centers, student mobilization campaign work, community surveys, etc.
* Develop networking in nearby offices to make sure the placement of students in relevant jobs with good entry-level salaries as per set targets
* Plan monthly roster to review the staff performance as per set deliverables and conduct assessment to review training progress of students
* Organize co-curricular activities at the centers for the holistic development of trainees.
* Organize large and small group workshops, social service activities, and annual day celebrations at IT Center.

**Experience & Qualification**

* Minimum 2 years experience in project coordination/management
* Excellent command of MS Office (Word, PowerPoint & Excel)
* Graduate or post-graduate preferably in commerce
* Zeal to work closely with the underserved community youth
* Willing to travel to Delhi

**Skills & Knowledge**

* Strong analytical skills and good judgment
* Good communications skills, networking and relationship-building skills with a wide range of individuals in public, private and non-profit sectors
* An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
* Strong personal and social values