

NEF is looking for an Operations Officer to join our team. If you have experience in operations and a passion for making a difference, we want to hear from you.

- **Role Operations: Senior Operations Officer**
- **Location: Powai, Mumbai and Pan India**
- **Role: Oversee functional Areas and Scaling of activities , Projects being implemented ensure smooth daily operations and assist in strategic planning and organisational growth areas.**
- **Key Responsibilities:**
 - Supervise internal team management and build organisational capacities to deliver
 - Monitor Projects, timelines and compliances
 - Collaborate with teams for clients reporting
 - Manage staff as well as all associated for assignments in their performance, training and optimise resource allocation
 - Ensure smooth operations by developing and implementing plans to improve efficiency in all the educational programs, projects, HR - Admin, CSR and Resources/ Revenue generation, marketing and fund raising
 - Integrate work through IT resources
 - Set outcomes and work towards the organisational efforts in alignment of the goals monthly, quarterly, annual.
 - Strengthen self-reliant model and sustainability
- **Experience: Previous experience and proven record in operations management and managing organisational functions.**
- **Work involves Pan India travel**
- **Career Growth opportunity**
 - Potential candidate in successful completion of their tenure with proven record of growth and impact created by their strategic and management skills will be promoted to the position of Operations Head

Apply now for making an impact!!

Send you applications to Email: