



Nurturing future Changemakers & Innovators

Business Operations Executive

About Us: **Karmyo Foundation** is an education Organisation based in Pune on a mission to nurture future changemakers & innovators. We run entrepreneurship based life skills program for secondary school students. Our well-researched and proven framework and curriculum has been implemented in several schools. Through the experience they develop critical life-skills such as creativity, problem-solving, decision making, communication, collaboration and so on. Hundreds of students have undergone this program and the learning outcomes have been very positive.

About the Role: Business Operations Executive will support the team in managing end to end program operations. The core responsibility is to interact with various stakeholders – parents, participants, schools, alumni - on a daily basis, in order to achieve the program objectives.

The responsibilities include but are not limited to:

- Develop a deep understanding of the organisation, its mission, programs, and target audiences/markets
- Connect with potential participants or their parents and build an understanding of the program in them to drive registrations
- Work with the program facilitator(s) to ensure smooth delivery of the program
- Regularly interact with participants to drive learning objectives, understand their challenges and address the same with the help of facilitator(s)
- Communicate the after program initiatives to alumni and their parents, drive and ascertain attendance
- Build and maintain database(s) – stakeholder communication, finances, resources

Ideal Candidate: We are looking for a self-driven individual with an eye for detail, strong work ethic, excellent organisational & time management skills and strong verbal & written communication skills.

Selection Process: The first step will be a telephonic conversation, followed by an assignment. If a candidate clears these two rounds, s/he will be called for the final in-person interview.

Location: Pune

Application Process: Interested candidates can send their resumes with an expression of interest at deepika@karmyo.com.