

**Role : Program Coordinator**  
No. of Positions : 1  
Place : Head Office Bengaluru  
Experience : At least 2 years of experience in a Coordinator role, familiarity with digital platforms and Proficiency in both written and verbal communication in English and Kannada.  
Last Date : 31<sup>st</sup> May 2024

**Required Skills and Experience:**

- A Bachelor's Degree from a recognized institution.
- Proficiency in both written and verbal communication in English and Kannada.
- Strong familiarity with digital platforms, including proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint), email, and other relevant software applications.
- At least 2 years of prior experience in a Coordinator or Administrator role, preferably within the Education sector.
- Exceptional attention to detail, demonstrating a high level of meticulousness.

**Job Responsibilities:**

- Coordinate with various stakeholders to execute activities effectively.
- Manage a variety of administrative tasks, including handling phone calls and managing correspondence.
- Maintain a database of activities, collate, and organize data/information efficiently.
- Prepare reports/dashboards to present data in a clear and concise manner.
- Assist in the organization and execution of training programs.
- Coordinate events, ensuring smooth operation and execution.
- Ensure compliance with all relevant policies and regulations.
- Assist in additional tasks as directed by the Team Lead or Management, demonstrating flexibility and adaptability.