

JOB OPENING

ThirdPole VentureLink Private Ltd (www.thirdpoleventurelink.com) is a private limited company established in 2017 with an objective of creating sustainable projects within Tibetan community. Our projects follow hybrid business model focusing on getting maximum return for our shareholders and simultaneously creating value and impact in the society. We are looking for a suitable candidate to fill the following post.

Job Title:	Senior Manager
Type:	Full time
Salary:	Negotiable
Office Hour:	Mon-Sat (10AM-6PM) 2 nd and 4 th Saturday holiday
Office:	House 3A, New Aruna Nagar, Majnu ka Tilla, Delhi 54
Date of joining:	June 1 st 2019

ROLES AND RESPONSIBILITIES

- Planning the organizational activities by establishing tasks, objectives, and priorities
- Developing, implementing, coordinating, reviewing, evaluating, and improving business procedures and policies, as well as organizational activities and initiatives
- Implementing organizational, financial and human resource policies
- Determining how resources should be distributed, ensuring work is properly assigned to people
- Providing directions and explanations, delegating authority as required
- Creating a detailed action plan by mapping out the necessary steps and organizing them into a logical pattern in relation to the project at hand and future planned projects
- Monitoring project progress in respect to time and cost set against the established schedule and budget
- Identifying problems and deficiencies, ensuring necessary corrective measures are implemented
- Liaising with company directors, management team, expert team and stakeholders to discuss strategies and ensure the financial and overall success of the organization's projects
- Reviewing and interpreting budgetary information and financial data
- Monitoring expenses, assessing and managing financial risks

- Ensuring financial accounting and auditing comply with applicable Company Act 2013 law
- Training, supervising, managing and motivating staff and monitoring their performance
- Setting guidelines for personnel evaluations, recruitment, and advancement
- Writing reports of visit, events and project and communicating them to stakeholders
- Planning schedules when directors/ shareholders visit office
- Gaining influence, trust, and credibility within the organization to build and help foster collaborative work relationships
- Building relationships with both internal and external stakeholders
- Representing the organization, or delegating representatives to act on their behalf, in negotiations, networking events, public relations activities, or other official functions
- Overseeing internal and external event including official meetings, official visits of the organization
- Overseeing the maintenance of equipment by scheduling periodic inspections, maintenance, repairs, and renovation work
- Dealing with problems as and when they arise so as to ensure the organization is running smoothly and effectively including how to handle complaints and inquiries, assisting with conflict resolution, when necessary

QUALIFICATIONS AND EXPERIENCES:

- Master's degree/MBA preferred
- At least two year of managerial experience preferred
- Track record of building and implementing business development plans including assessing, analysing tracking & consolidating data
- Proven success in generating revenue growth in a project
- Knowledge about financial and accounting concept is desirable including that of GST, taxes and Company Act compliances of India

TO APPLY

Please submit your resume, cover letter, college/ university transcripts and one page writing sample to ceo@thirdpoleventurelink.com no later than 5:00 PM of **25th May 2019**. Please mark the position title “**Senior Manager**” in the subject line of the email. Qualified candidates will be contacted by ThirdPole management team to discuss your skills, interest and experiences.