



## AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

### **LetsEndorse** **For 2017, 2018 & 2019 Passing Out Batch**

<b>Company</b>	LetsEndorse
<b>Batch</b>	<b>For 2017, 2018 &amp; 2019 Passing Out Batch</b>
<b>Job Title</b>	Program Officer
<b>Eligible Degrees</b>	Graduates with at least 1 year of full time work experience OR Having a Master's Degree, preferably in fields allied to Commerce, Accounting, Business Studies, Public Policy.
<b>Location</b>	Noida
<b>Salary Package (CTC)</b>	20,000 per month (and an additional travel allowance of INR 3,500 per month)
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Organizing awareness programs about entrepreneurship in allocated districts, in partnership with key stakeholders (like local NGOs, Governmental Departments, Banks etc.)</li> <li>• Identification and hand-holding of small business aspirants and understanding their capabilities, skill sets, aspirations and connecting them to the right people and knowledge.</li> <li>• Oversee and manage the work of partner NGOs and build their capabilities to help small business aspirants.</li> <li>• Guide small business aspirants through the skill-development programs and ensure that they have access to all necessary resources to start/scale-up their businesses.</li> <li>• Create a local area network of mentors, suppliers, banking partners etc. while maintaining excellent relationships and communications with them.</li> <li>• Train the small business aspirant in every way possible for them to secure capital (as loan) from the banks and start their enterprises.</li> <li>• Guide the entrepreneurs through company registration, taxation, licenses and other Processes.</li> <li>• Ensure regular health check of enterprises and their growth for at least a period of one year.</li> <li>• Gather all relevant data about the entrepreneur's progress and the enterprise's growth and update the same on the MIS, for tracking purposes.</li> <li>• Ensure adherence to the larger vision of creating as many local entrepreneurs as possible and the day-to-day targets.</li> <li>• Troubleshoot and conduct grievance redressals for various stakeholders.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Candidates having a good understanding of local enterprise ecosystem/stakeholders (NGOs, public officials, banks etc.) would be given preference.</li> <li>• Good knowledge and hands-on experience of working on online</li> </ul>

	<p>Management Information Systems and in general, on computers.</p> <ul style="list-style-type: none"> <li>• Willing to work on the field, travel and collect as much data and insights and build resource base for the business aspirants</li> <li>• Great business acumen with abilities to build/enhance business plans for local enterprises</li> </ul>
<b>How to Apply?</b>	<p>All Interested &amp; Eligible candidates needs to apply by clicking on the link mentioned below –</p> <p><a href="#"><u>CLICK HERE</u></a></p> <p><b>Last Date of application:</b> 30th October 2019, 11:59 PM</p>

**My Best Wishes are with you!**

**Prof (Dr.) Ajay Rana**

Ph.D (CSE) & M.Tech (CSE) - Two Time Gold Medalist  
SMIAENG, SMIACSIT, LMISTE, LMPF, LMCSI & MIET (UK)

**Senior Vice President – Amity Education Group**

**Dean – Industry & Academia Alliance**

**Advisor – Amity Education Group**