

Project Manager: 4 Positions

Requirements:

- Graduates/Post Graduates from any stream.
- 5-10 years' relevant experience in the Social Development sector or similar
- Excellent Communication Skills in English and Hindi required.
- Well-versed with MS Office, Google Spreadsheet
- Well-versed with Social-Media & Internet
- Experience in managing Teams

Responsibilities

- Taking complete ownership of the projects related to skill development /CSR Social Projects. Ensuring timely completion of all the activities undertaken in the project.
- Coordinating with different stakeholders (Members, Volunteers, NGOs, Partners etc.) to maximize the reach of the project.
- Effectively drive the concerned internal team members for completion of the activities assigned to them.
- Documenting and promoting all the activities/as per the process defined.

Salary: 4.20L - 6L pa (Based on experience)

Please send your CV to hr@cgssc.org with the subject line "Application: [Applying Position] – [Your Name]"

Last date of application: 05th June 2025