# JOB DESCRIPTION

Inviting applications for the ROLE  
**Soft Skill Faculty – Training & Operations**

**Reports to**  
Centre Head

**Role Objective**  
To impart training and monitor the student life cycle for ensuring standard outcome

**Responsibilities**  
In this role, you will be responsible for:

- Impart training on domain
- Mapping and identifying where needy underprivileged youths may be found, counseling the youths to do the courses.
- Review student resumes and give feedback; provide coaching for the interview process.
- Conducting mock interviews.
- Assign and grade class work, homework, tests and assignments.
- Encourage and monitor the progress of individual students.
- Observe and maintain accurate and complete records of student’s progress and development.
- Counseling students with academic problems and providing student encouragement.
- Groom the students to prepare them for jobs.
- Ensuring good employment opportunities for the students with prospective employers.
- Needs to undertake additional responsibilities from time to time based on the organizations needs.

**Desired profile**

- Graduate
- Relevant experience of at least 1(one) year.
- Professional training in Soft Skill, Behavioral and Attitude.
- Computer literate with sound knowledge of Microsoft Office
- Willingness to travel to remote areas
- Good Communication Skills, Influencing Skills.
- Proficient in English, Bengali and Hindi
- Preferred Industry: IT

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