



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:	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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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