

# Project Assistant

Full-time

Base Location: Bahraich, Uttar Pradesh

Start date: 1<sup>st</sup> October 2020



## Roles and Responsibilities

The Project Assistant will be expected to serve a key role within our Operations team. Your responsibilities include, but are not limited to:

- Site selection surveys: conduct focus group and individual demand assessment surveys with farmers using standardised surveys; data entry on a digital platform (KoboToolbox)
- Impact surveys: collection of baseline and periodic impact data using standardised surveys; data entry on a digital platform (KoboToolbox)
- Community mobilisation and formation of farmer groups
- Customer sign-ups: collection of farmer details, photo and ID and membership fees; preparation and distribution of customer membership cards; update customer records in Excel and CRM software RoloCRM
- Payment collections: on time cash payment collections; cash reconciliation with the registers; deposit in bank
- Provide monthly progress reports to Management including payment collection report and other MIS reports as required: entry of data from registers into Excel; prepare and send reports in a format provided by the company on a monthly basis
- Collection and digitalisation of project data and documentation such as equipment serial numbers, personal and bank account details
- Preparation, signing and notarisation of land lease agreements
- Organising farmer trainings and workshops
- Maintaining relationships with local NGO partners
- Provide Management with photos, information, stories and blog posts to contribute to the brand at least 2 times per month.

## Qualifications & Competencies

- 2+ years' relevant work experience
- Bachelor's degree in a relevant field
- Attention to detail and record keeping skills
- Ability to deliver and achieve targets under pressure and tight deadlines
- Fluency in Hindi and good written and spoken knowledge of English
- Self-motivated and ability to work independently, confident character with the ability to interact effectively and with sensitivity with people from various backgrounds
- Good IT skills (Microsoft Office suite, notably Excel); knowledge of mobile apps for surveying is desirable
- Should have own laptop and motorcycle or scooty, valid driver's license