



Chief Of Staff

- Based in Bengaluru and reporting to the CEO

Role Objective: To work closely with the CEO along with respective business leads on three core areas: Program Management, People Performance & Culture and Org Management in order to achieve strategic objectives.

Role:

- **Program Management:**
 - Assist & coordinate the strategy planning exercise.
 - Liaising with Business services – Search, Recruitment, Tech Platform and other Shared services/function teams to proactively identify, develop & drive strategies & initiatives.
 - Tracking industry trends & developing insights to drive differentiation. Conducting bench-marking studies with respect to global best practices.
 - Planning, organizing, & supporting primary & secondary research by working closely with internal teams and/ or external vendors.
 - Provide data-driven analysis and insights to facilitate executive decision support.
 - Program-manage key agendas and organize periodic reviews and assessment.
 - Co-ordinating with Cross Functional teams to ensure project/program deliverables.
- **People Performance & Culture:**
 - People policies, systems & processes.
 - Internal hiring.
 - Campus connect and University relations.
 - Performance management & Organization Development.
 - Culture building & Colleague engagement.
 - Mentoring Trainees & Interns.
- **Org Management:**
 - Drive implementation of key initiatives encompassing growth, profitability, customer connect and organization development.
 - Manage key relationships with Partners - Consulting, Search/Recruitment and Open-Talent professionals.
 - Drive Branding, Internal & External Communications including Social media.
 - Develop Client, Board and Investor presentations.
 - External & Internal interface on behalf of CEO.



Good to have:

- **Post Grad (Marketing/HR) with around 5-10years' experience in the relevant domain.**
- **Multi-tasking, ability to conceptualize, implement new processes, create - update - follow up, attention to detail, working under stringent deadlines and aggregating and interpreting data.**
- **Business acumen; project/program management & people skills.**
- **Strong on analysis of business metrics.**
- **Good sense of time management, planning & organizing, judgement and analysis.**
- **Background in Search Consulting, Analytics/Information Technology and/or Startup industry would be highly advantageous.**
- **Operational depth - work with different teams / businesses to roll out Projects/Programs.**