

VACANCY ANNOUNCEMENT

For the position of General Manager/Senior Manager (Coordination & Admin)

International Competence Centre for Organic Agriculture (ICCOA)

The International Competence Centre for Organic Agriculture (ICCOA) is a leading organization in the organic agriculture and agri business sector. It works closely with the government as well as private sector.

ICCOA also implements turn-key projects on Organic Farmer Clusters, Certification & Market linkages. In these projects, ICCOA links organic products from farmers to markets, to retail chains, exporters and others.

ICCOA operates under the private sector for overall development of Organic sector in India and International community. ICCOA also has close international relation with FiBL (Switzerland), IFOAM (Germany) and Nurnberg Messe, (Germany) among others

Designation: General Manager/Senior Manager

Experience: Minimum 15 years in Management and related roles

Functional Area: Management, Coordination, Liaison Skills

Location: New Delhi/ Bangalore

Education: Preferably PG/Master degree

Salary as per candidate's qualification, experience, etc. and is negotiable

General Manager/Senior Manager (Coordination & Admin) will carryout following tasks:

- Managing & Coordinating day-to-day operations of the administration and staff.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Coordinating between project team & accounts to set budgets, monitor spending, and processing payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building new and expanding existing skills of team members.

Qualification and Eligibility criteria

- Preferably Master degree in business administration, management, or related field.
- Experience in related field, such as management or financial reporting preferred.
- Exceptional leadership and time, task, and resource management skills.
- Proficiency with computers, especially MS Office (Word, Excel, Power point).
- Ability to plan for and keep track of multiple projects and deadlines.
- Familiarity with budget planning and enforcement, human resources, and customer service procedures.
- Willingness to continue building skills through education opportunities

Contact Information

Sushma S Gasthi

Admin

International competence Centre for Organic Agriculture

#294/22, 7th Cross, 1st block, Jayanagar, Bangalore-560011

Tel: 91-080-26561151

E-mail: admin@iccoa.org www.iccoa.org