

<b>NeevJivan Foundation</b>		
Date: 18 <sup>th</sup> Dec 2023	<b>Job Description - Manager, Market Linkage</b>	Prepared By: Proteek Kundu
About the Organisation	<p>NeevJivan Foundation is an NGO working with a focus on skill development and vocational training for tribal women and youth in rural Maharashtra. It is our endeavour to create alternate sources of income and opportunities for sustainable livelihood so that they do not have to migrate to the cities in search of greener pastures.</p> <p>We are currently working in Jawhar and Dahanu talukas in Palghar district and are planning to scale up our operations in the Nashik district.</p> <p>As on date, we have 30+ micro businesses running successfully in Dahanu and Jawhar taluka in the Palghar district of Maharashtra, producing products like masala, processed chicku, honey, eco-friendly plates and bowls made of leaves, handicrafts and much more.</p> <p>Log on to our website <a href="http://www.neevjivan.org">www.neevjivan.org</a> to know more about our work.</p>	
Role & Responsibilities	<p>It may be noted that most of the projects related to livelihood in rural areas fail because the entrepreneurs are unable to find a market / customer to sell their products.</p> <p>Hence, the main objective of hiring this person is to ensure that our women entrepreneurs running their respective micro enterprises can find customers who are willing to buy their products.</p> <p>The primary responsibility of this person will be as follows</p> <ol style="list-style-type: none"> <li>1. Find buyers for the products manufactured by our women entrepreneurs - one time bulk purchase or on a regular basis.</li> <li>2. The buyer can be an online e-commerce platform or a physical shop or distributor for any of the products or corporate (during festive seasons), etc</li> </ol> <p>The work will involve frequent meetings with the buyer and maintaining a cordial relationship with them, providing product samples, negotiation with them on product pricing and other related activities.</p>	

	<p>3. Manage the online e-commerce platform run by NeevJivan Foundation - this will involve co-ordination with SHGs and ordering for stocks as per requirement, maintaining optimum stock level for various products in the warehouse, ensuring the e-commerce platform is updated regularly, tracking customer orders and ensuring shipment on time in Co-ordination with the logistics partner.</p>
Qualifiers & Skills Required	<p><b>Transparency &amp; Trust</b> are the two most important values of the organisation and we look forward to similar values in all our employees and that is not negotiable under any circumstances.</p> <p>We are looking for a person with good interpersonal / communication and negotiation skills - a stint in sales will be an added advantage. Basic knowledge of digital marketing to promote the e-commerce platform of NeevJivan Foundation to find potential buyers is essential.</p>
Reporting Structure	<p>Initially, the Manager – Market Connect will report to the Founder &amp; Director of the organisation.</p> <p>If necessary, a team which will be recruited over time to look after the other aspects of the market connect project. All team members will be reporting to the Manager – Market Connect as per the organisation structure.</p>
Education Qualifications	Graduate or Post Graduate – Preferably in the social sciences
Location	Mumbai
Salary	Best in industry as per experience.