

Ambuja
FOUNDATION

We are
Hiring!




Uttarakhand

Swipe Right to Join Us



CENTER INCHARGE

 *Pantnagar, Uttarakhand*

Experience



5 Years experience in the relevant field.

Qualification



**B.Sc Nursing/GNM/
Experience in
Healthcare sector**

Job Summary & Responsibilities:

- Oversee the establishment of the center, infrastructure and procurement of necessary equipment and material.
- Ensure compliance with all regulatory and safety requirement.
- Manage funding partners, projects, networking and liaising with stakeholders.
- Drive innovations, ensure placements and support enterprise development.
- Monitor budgets and expenses and work on optimization.
- Update MIS, manage records, prepare data reports and case studies, Write proposal, Manage the SEDI Portal, and document the success stories.
- Handle general administration, recruitment, team management, decision making and problem solving.
- Facilitate the employee engagement, capacity building and trainer assessment.

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GENERAL DUTY ASSISTANT TRAINER

 *Pantnagar, Uttarakhand*

Experience



2
Years of experience in
GDA Profile

Qualification



**Minimum Graduation/
Post Graduation in
relevant field**


Job Summary & Responsibilities:

- Deliver GDA training (patient care, hygiene, nursing assistance) as per the NSDC curriculum.
- Regularly assess and evaluate trainee performance.
- Mentor trainees, provide feedback, and prepare them for post-training job placements.
- Collaborate with hospitals and healthcare facilities for student training & placements.
- Ensure adherence to SEDI, SOPs guidelines, and report training progress.

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COMMUNITY MOBILIZER

 *Pantnagar, Uttarakhand*

Experience



3

Years experience in similar field in skill projects

Qualification



Minimum Graduation/MSW/MBA in Marketing

Job Summary & Responsibilities:

- Good communication skill to deal with communities.
- Confident and adaptable.
- Capable for administration and documentation work as required.
- Good organizational & technical skills.
- Liasing skill with internal and external stockholders.
- Community level youth counselling skill.

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PLACEMENT OFFICER

 *Pantnagar, Uttarakhand*

Experience



4

**Years experience in
placement and skill
development**

Qualification



**Minimum
Graduation/MBA/MSW
or Equivalent**


Job Summary & Responsibilities:

- Good report building and community organising skills.
- Ability to meet deadlines, work on own initiatives & willing to accept responsibilities.
- Good communication skills with IT proficiency.
- Ability to work effectively in a fast-paced environment.
- Ability to identify market requirement & gaps, appropriate documentation, industrial linkages for placement.
- Ensuring effective & smooth system for placement of trainees.
- Initiating soft skill development of trainer/trainees.
- Manage Admin, Report writing, Documentation
Record keeping work.

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BUSINESS CORRESPONDENCE & BUSINESS FACILITATOR (BCBF) TRAINER

 *Pantnagar, Uttarakhand*

Experience



2

Years experience in relevant field

Qualification



**Minimum
Graduation/Post
Graduation in relevant
field**


Job Summary & Responsibilities:

- Strong communication (written and verbal) and presentation skills with the ability to develop instructional material that can be easily understood.
- Ability to read and interpret documents such as policies and procedure manuals and use monitor screen frequently.
- Proficient in MS Word, MS Excel and MS PowerPoint.
- Experience with instructional design, WebEx, Sharepoint, Microsoft CRM or comparable applications is a plus.
- An understanding of relational database concepts.
- Strong leadership and project management skills.

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MIS/COUNSELLOR

 *Pantnagar, Uttarakhand*

Experience



2

**Years experience in
relevant field**

Qualification



**Post Graduate with IT/
Other relevant
qualifications**


Job Summary & Responsibilities:

- Good report writing and documentation skill.
- Good motivator and have counselling skill.
- Effective communication skill and computer skill.
- Adaptable and confident in training and delivery methodology.
- Good organizational & technical skills.
- Good Knowledge about Google, E-Mail, Brower, Internet, Online Services.
- Excellent command over Basic computer skill (Word, Excel, PowerPoint).

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ASSOCIATED BEAUTY THERAPIST (ABT) TRAINER

 *Pantnagar, Uttarakhand*

Experience



2

**Years experience in the
relevant field.**

Qualification



**Minimum Graduation/
Certifications in ABT
Training**

Job Summary & Responsibilities:

- Responsible for delivering training on basics of beauty therapy, health and hygiene, safety and various beauty products.
- Training on how to perform basic depilation, manicure, pedicure and basic face care services, Mehendi application as well salon ambience maintenance.
- Handling the Responsibility of Mobilization
- Regularly assess and evaluate trainee performance through practical exercises, role-plays, and assessments.
- Mentor trainees, provide feedback, and prepare them for post-training job placements. Ensure adherence to SEDI SOPs and industry regulations, and report training progress and trainee outcomes.

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SEWING MACHINE OPERATOR (SMO) TRAINER

 *Pantnagar, Uttarakhand*

Experience



2

**Years experience in the
relevant field.**

Qualification



**Minimum Graduation/
Certifications in SMO
Training**


Job Summary & Responsibilities:

- Responsible for delivering training on basics of SMO Job role.
- Training on how to perform basic sewing operations.
- Handling the Responsibility of Mobilization.
- Regularly assess and evaluate trainee performance through practical exercises, role-plays, and assessments.
- Mentor trainees, provide feedback, and prepare them for post-training job placements.
- Ensure adherence to SEDI SOPs and industry regulations, and report training progress and trainee outcomes.

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SOFT SKILL TRAINER

 *Roorkee, Uttarakhand*

Experience



2

**Years experience in
relevant field**

Qualification



**Minimum
Graduation/Post
Graduation in relevant
field**

Job Summary & Responsibilities:

- Designing and developing comprehensive training curriculums.
- Researching and monitoring the latest industry trends in soft skills training.
- Ensuring a smooth execution of the program by liaising with external teams, rack vendors or supporting organizations.
- Analysing and evaluating the trainer programs to make sure they are consistent with the curriculum.
- Analysing and reporting on the efficiency of the training programs.

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