

## Project Executive

**Location:** Pune

### **About Us:**

Global Synergizers is a leading social impact advisory firm committed to fostering collaborative ecosystems that address critical social challenges. Our mission is to align our projects with the Sustainable Development Goals (SDGs) and create a more inclusive and sustainable world.

### **Position Overview:**

We are looking for a dedicated and dynamic Project Manager to join our team. This role involves hands-on project managing, execution and implementation at the ground level. The ideal candidate will be enthusiastic about field visits and be actively involved in all our projects, ensuring they run smoothly and effectively.

### **Key Responsibilities:**

- **Project Execution & Implementation:** Oversee the execution and implementation of various projects, ensuring they align with organizational goals and timelines.
- **Field Visits:** Conduct regular field visits to monitor project progress, gather insights, and engage with stakeholders.
- **Stakeholder Engagement:** Collaborate with community members, partners, and stakeholders to ensure project success and foster strong relationships.
- **Reporting & Documentation:** Maintain detailed records of project activities, prepare reports, and provide regular updates to senior management.
- **Team Collaboration:** Work closely with the project management team to ensure seamless coordination and execution of project tasks.
- **Problem Solving:** Identify and address any issues that arise during project execution, ensuring timely and effective solutions.
- **Sustainability Initiatives:** Promote and implement sustainable practices in all project activities.

### **Qualifications:**

- Bachelor's degree in Social Sciences, Business Administration, Project Management, or a related field.
- Experience of 1-2 Years in project management or a similar role, preferably within the social impact sector.

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Willingness to travel for field visits and work on the ground level.
- Ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint).

**Why Join Us:**

- **Impactful Work:** Contribute to meaningful projects that create real change in communities.
- **Professional Growth:** Opportunities for learning, development, and career advancement.
- **Supportive Environment:** Be part of a collaborative and motivated team.

If you are passionate about social impact and eager to make a difference, we would love to hear from you. Apply now to join our team and be part of a transformative journey! CT

**Compensation:** The compensation for the Project Executive position will commensurate with performance and other metrics, the candidate may have the opportunity for advancement to the role of Project Manager.

**How to Apply:**

Send your resume and a cover letter explaining your interest in the position to [Sunanda@globalsynergizers.com](mailto:Sunanda@globalsynergizers.com)