

BHARATI COLLEGE

University Of Delhi



OPUS

Training and Placement Cell

PLACEMENT OPPORTUNITY



Nerdy Turtlez

PROFILE

Associate – Operations

ELIGIBILITY

- B.Com, B.Com(H) and **B.Sc (H) Mathematics** Students
- 2020, 21, 22 Batches of **Bharati College** Students

WORK HOURS

WORK DAYS

JOINING

9 hours Shift

Monday to Friday (Alternate Saturday working)

IMMEDIATE (Exam preparatory leaves will provided)

PACKAGE

INR 2.53 LPA - 3.50 LPA CTC

(detailed package mentioned in Job Description)

MODE

SELECTION PROCEDURE

OFFICE LOCATION In-Office

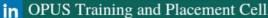
- CV Shortlisting
- Written Test
- Face to Face round of Interview

Nerdy Turtlez, B-30, Sector 5, Noida - 201301

Register by 12th November 2021, 12 Noon







JOB DESCRIPTION

ASSOCIATE - OPERATIONS

Required Skills

- Very good command over English.
- Excellent knowledge of the subject.
- Punctual and ability to work within deadlines.
- Efficiency with internet browsing and internet researching skills.
- Good writing and analytical skills.
- Strong academic background, versatile with multiple subjects, efficient in communication, capable of understanding inside of projects/assignments, willing to listen and learn.
- Capable to convince/express oneself efficiently.

Salary Structure

Gross Salary - INR 2.53 LPA - 3.50 LPA

- + 4500/Month (Night Shift + Food + Transportation Allowance)
- + (Medical insurance with cover of 2 Lacs)
- + (Loyalty Bonus)
- + Incentives (0 -7500 INR)/Month



JOB DESCRIPTION

ASSOCIATE - OPERATIONS

Responsibilities

- Working in the fields of escalation, TAM, pricing and allocation.
- Understanding academic projects/assignments/tasks requirements and ascertaining appropriate price of each projects/assignments/tasks.
- Understanding client's escalation, discussing the issues with experts and coming up with appropriate solution.
- Identifying suitable experts for each project, negotiating the pay with freelancers and facilitating allocation process.
- Point of contact for sales team and experts regarding pricing and allocation process respectively.
- Dealing with clients on chat/call in order to close stuck case.
- Maintaining healthy relationship with experts and facilitating timely delivery of projects.
- Identifying expert's related issues, sharing feedback to them and escalating to TAM wherever required.
- Following up prospective freelancers with desired expertise and getting them on board.
- Ensuring efficient work engagement of hired experts.
- Identifying suitable experts for each project, negotiating the pay with experts and facilitating allocation process.
- Ensuring efficient work quality delivery by experts with proper audit/proofreading and overall evaluation of work on timely basis.