



# 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**

### PACKAGE

**INR 2.53 LPA - 3.50 LPA CTC**

*(detailed package mentioned in Job Description)*

### WORK HOURS

**9 hours Shift**

### WORK DAYS

**Monday to Friday  
(Alternate Saturday working)**

### JOINING

**IMMEDIATE** *(Exam preparatory leaves will provided)*

### MODE

**In-Office**

### SELECTION PROCEDURE

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

### OFFICE LOCATION

**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.