



Doc Title	Job Description for Project Executive	
Doc No.	Revision No.	Revised Date
PD/JD/01	03	3 rd Aug 2023

Job description and profile for Project Executive (Business Consulting) & Project Executive Trainee

Roles

1. The Project Executive is responsible for implementing tasks that Senior or Principal Consultants identify at the client site.
2. He is expected to
 - a. Schedule monthly plans to visit clients and Execute deliverables as planned at the client site.
 - i. Deliverables include support in
 1. Creating Organisation Structure
 2. Defining Job Descriptions
 3. Process Mapping and analysis
 4. Developing Company Manuals
 5. Data Collection from processes and records
 6. Drafting Standard Operating Procedures based on process mapping
 - b. Submit visit reports with a summary of accomplishments and a plan of further actions daily.
 - c. Follow up with clients' staff for completion of action points.
 - d. Clarification of doubts and guiding clients' staff over the phone or online.
 - e. Preparing status updates of projects for review by the Senior Consultant with the client.

Desired Qualification

1. The nature of the job requires extensive travelling. People who love to travel will be the best fit.
2. Spoken Tamil, English is a must, and spoken Hindi will be an advantage.
3. Preferable age group & Gender: 27 – 35 / Male



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4. Location – Base office at Chennai; project sites across Tamilnadu. If willing, he can work on projects across India.
5. Educational Qualification - Preferably MBA HR / B. Com undergoing CMA / M. Com undergoing CMA with three years of work experience. Or Any graduate with 5 years of work experience in manufacturing/retail.

Other Terms

1. *Travel, Stay, and Food expenses will be borne by the company based on the company’s travel policies.*
2. *Probation Period: Training and Probation period will be 3 or 6 months. Consolidated salary will be paid during this period. Employees are not eligible for paid leave during this period.*
3. The company will provide necessary training and inputs for skill development.
4. *Upon satisfactory performance, the candidate will be confirmed for long-term employment.*
5. *Since the role requires a significant effort and investment by the company in terms of training and development, we expect the employee to stick to us for at least three years.*