Role	CEO- GitanjaliMahila SEWA Industrial Stationary Producers Cooperative Ltd.
About the Organization	**Gitanjali – Stationary Unit of SEWA (Trade Union)** SEWA is a trade union registered in 1972. There are 105 SEWA co-operatives under SEWA. Shri GitanjaliMahila SEWA Industrial Stationary Producers Cooperatives Ltd is one such cooperative , established in 1995 and is involved in the manufacturing of various paper products made from recycled waste paper. The objectives of the cooperative are to reduce and recycle waste, to provide an alternate livelihood and to teach new skills to waste pickers who are its members. The waste pickers are mostly women,who pick out recyclable materials from mixed waste to create hand crafted products.
Key Skills	Excellent business knowledge Problem Solving Skills Stakeholder management Computer skilled (Excel , accessing emails , basic idea about Photoshop / Corel draw) Excellent Communication Skills – both written and spoken (English , Hindi , Gujarati) ,

Job Description	Identify and develop sources of potential clients (local as well as national) through calls / face to face meetings/written communication Be active in generating leads and meeting potential customers personally locally as well as Pan- India Effectively communicate with clients and maintain regular contact to gain commitment to purchase Understand client resistance/objections to products and develop ways to solve client grievances Overseeing and supervising operations at the co operative – maintain order , discipline and ability to solve day to day operational issues Maintaining supplier relationships for the procurement of raw materials and getting in touch with suppliers in-case of any issue / discrepancy etc. Carrying out document related work such as acknowledgement of purchase orders and preparation of invoices for the customers. Preparation of MIS/Dashboards / Reports related to production / pipeline orders/performance and ensuring they are shared with senior management on time Ensuring sisters are motivated, focused and that daily production targets are met.

Qualifications / Requirements	Candidate should have atleast a Bachelor's Degree from a reputed university . Candidates having an advanced degree like MBA will be given preference Candidate should have 8+ years of work experience in a similar capacity or in roles like sales, marketing ,operation , manufacturing , client account management etc. Candidate is expected to have excellent communication skills both written and oral in English / Hindi / Gujarati Motivated, self- driven with a go getter attitude ***Only Women will be considered for this role***
Remuneration/Compensation	To be discussed / negotiated

Please apply with full details at mail@sewa.org with in 7 working days.