

**Position Title:**

- Senior Executive-CSR & Communication

Position reports to :

- Vice President-Regulatory Affairs and Communications

Age :

- 25 to 30 years

Location:

- New Delhi

Qualification:

- Post Graduate in relevant field with preferably with social work background

Experience :

- 2 to 3 years

Background:

Companies Act 2013 makes it mandatory for certain companies to deploy some % of its profits in CSR related activities. Accordingly, the company is now recruiting CSR professional to identify, do due diligence, ensure timely implementation, monitor and evaluate in co-ordination with project partners and external partner agency (ies)

Key Responsibilities:

- Monitoring CSR related developments
- Due Diligence of agencies and projects
- Co-ordination and Interaction with NGO's/External Partner Agencies
- Monitoring the project execution via technology platform
- Internal reporting of the project status at different levels
- Supporting CSR Committee for drafting agenda, presentations, reports, minutes etc.
- Regularly reviewing and updating CSR Policy
- Support, communication activities of the Company, wherever required

Desired qualities:

- Person should be a Self-Starter
- Good understanding of social field and policies
- Good communication skills-Oral and written

Mail resume to: mandeep.arora@iexindia.com