

JOB DESCRIPTION

Position: Coordinator

Location: Bangalore (On-Site)

Compensation: Based on Skill set

Work Timings: Monday to Saturday, 9:30 AM to 5:30 PM

Eligibility: Must have completed the 6-months Fellowship Program at Asha The Hope

About Us

Asha The Hope is a learning gateway that focuses on inner transformation through expanding your consciousness by self-development and raising cultural intelligence. We provide expertise and skills required for that, to any individual seeker or counsellor. Behind 'Asha The Hope' are the founders, Dr. Asha, Mr. Girish who are leaders in the field of cognitive education. We are proud to be one of the first platforms to offer online accredited courses, which use effective methods to teach and bring forth the students' dynamic understanding of the mind, life, and the way it works. All students are valued and above all, supported through their journey of learning and attaining a professional title of achievement.

Our Vision

We aim to bring knowledge and self-empowerment to our clients through every thread of their life by giving them the tools to enrich the areas of health, wealth, and happiness.

Our Mission We are committed to impart and connect the knowledge of modern, ancient, and western psychology. **Our Objective Learning** is a collective experience through our mind, consciousness, and the internal factors of what we think and feel with our five senses and is expressed in the form of words and actions. These along with other subtle senses within consciousness play a major part in creating our daily reality. When our mind is aligned on all these levels, we attain balance with internal and external environments.

Our Work Culture

- We are a well-integrated team and believe in teamwork.
- Every individuals' ideas are welcomed and heard.
- We motivate and nurture individuals to reach their best potential
- We support diversity and also strongly support providing opportunities irrespective of their gender, caste and creed.
- We believe in work-life balance.

Roles and Responsibilities

- Answer telephones and respond to inquiries and take feedback from clients and participants
- Process end-of-day reports
- Coordinate with different teams, eg., Marketing, Graphic Designers, Counsellors, Interns etc.
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Managing different social media accounts
- Maintain files and records with effective filing systems
- Proven experience as office coordinator or in a similar role
- Good communication skills and interpersonal skills

- Knowledge about different social media
- Leadership quality
- Team player
- Excellent problem solving and prioritizing skills
- Knowledge about MS-Office and Google docs/ sheets
- Organized with the ability to prioritize and multi-task

Note: There will be an initial 3-month probation period at the end of which the performance of the probie will be discussed, pertaining to which the probie will become a permanent employee.

Interested candidates may send in their applications to **info.courses@ashathehope.in**