

SIILC - SAKAL MEDIA GROUP

SIMACES Learning LLP | Official Job Description & Candidate Specification

Project Coordinator

Department: Projects | Location: Maharashtra | Employment Type: Full-Time

Min. Qualification: Graduation (Or Above) | Openings: 1 | Ref Code: SIILC-COORDINATOR

1. ROLE OVERVIEW & OBJECTIVE

SIILC Project Coordinator - Agriculture & Rural Development

2. KEY RESPONSIBILITIES & DELIVERABLES

- Oversee day-to-day execution of allocated operational, training, and coordination responsibilities.
- Liaise with internal team members, management, and external partners to maintain project timelines.
- Monitor participant engagement, feedback scores, and performance metrics across operational pipelines.
- Maintain strict documentation, reporting standards, and milestone updates for institutional reviews.
- Address escalation queries promptly and uphold SIILC's quality and compliance protocols.

3. ELIGIBILITY & DESIRED SKILLS

- Educational Qualification: Minimum Graduation in a relevant discipline.
- Strong verbal and written communication skills with professional stakeholder management capability.
- Proficiency in digital productivity tools, spreadsheets, MIS reporting, and digital collaboration software.
- Demonstrated ability to meet project deadlines and operate effectively in a fast-paced environment.

HOW TO APPLY:

Eligible candidates must apply directly through the official SIILC portal:

<https://4d98ee62d48b:3000/apply/coordinator>