

Job Description - Project Manager

India will be an economic superpower in our lifetime. Will it ever be a Great Place to Work®? You can help.

Great Place to Work® Institute is now a separate entity in India focusing exclusively on doing research and consulting on creating great workplaces. As you might be aware, for over 20 years, the Institute based in San Francisco, USA, has been working to advance the knowledge of what makes a great place to work®. The Institute does so by recognizing Best Companies to work for in the U.S. and around the world, and by helping numerous companies improve corporate performance and raise the quality of work life for their employees.

Every year, Great Place to Work® Institute's list of Best Companies is published in Fortune magazine in the US and in the Financial Times in the UK, and in more than 30 leading business publications globally. In India the list was published in the past in Business world. Currently The Economic Times is the media partner & publishes the India Best Workplaces List in a special supplement format.

Great Place to Work® Institute, India has the following objectives:

1. Promote the concept of a Great Place to Work® by recognising Best workplaces in India
2. Offer diagnostic services like employee surveys, focus group discussions, 360 feedback etc around the framework of Great Place to Work®
3. Offer consulting services like employer branding, institutionalizing vision and values, building employee engagement skills and customized workshops
4. Retainer ship arrangements with smaller Organisations over a 1-2 year time frame, helping these Organisations design and implement a road map to become great places to work.

For our Annual study on Best Companies in India, we require the following person:

Position: Project Manager – Best Companies Study, Positive Recognition team

Location: Mumbai,

Job Responsibilities:

1. Build credibility of the Best Companies Study - Make our Study the number one list and benchmark for talent – make our Study the benchmark in both quality and quantity
2. Collect relevant information for Research and Publications – plan and produce reports for participants in the Study

3. Build brand for Great Place to Work® through events, promotions and all forms of positive recognition for Great Place to Work®
4. Plan and achieve revenue goals for Great Place to Work® Best Workplace Study team

This role supervises a team of analysts, and is responsible for the output of the team.

* Build relationships with listing companies (Hot companies), offer list to industry associations, IIMs, Audit Committee

Education and Experience Required:

- Graduate
- 6 years of experience in PR, HR, Market Research, Sales or a consultancy
- 25 – 28 years of age

Competencies Required:

- Excellent networking and influencing skills
- Analytical Skills
- Strong Planning and multi tasking skills
- Process orientation
- Ability to work in a team, delegate and develop team members
- Communication and presentation skills
- Confidence and Initiative
- Strong values

Why should you apply?

- > You will contribute to making India a Great place to Work® and help numerous Organisations transform their workplaces.
- > You will be a significant co-owner of the Great Place to Work® Institute, India in 3 years time.
- > You will be a business manager, as opposed to a functional manager
- > You will get the opportunity to learn continuously from the best employers in India and outside
- > Global exposure
- > You will write articles, address seminars and be known as a thought leader
- > You will be a part of a small team that passionately believes in, and tries to practice the Great Place values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie.

Who should not apply?

- > We are a bunch of people who are passionate about making a difference. Apply only if you share the passion.



Compensation

Updated: June 2007



-> Our total compensation is likely to be at the market median , with about 20 per cent as variable pay