



Job Title - Strategy and Operations Head/ Senior Director

About People Labs:

People Labs is a 13-year-old organization working in the field of training, consulting and recruitment. Our vision is to create a future ready workforce by implementing scientifically validated learning and development interventions and by recruiting the right fit for the organizations. We are passionate about partnering with organizations to catalyze them into their next phase of business growth.

We have successfully run 900+ hours training programs with 50+ organizations and have trained close to 45,000 participants till now across academic and corporate clients and closed thousands of entry level positions. Our marquee client list includes **Asian Paints, Axis Bank, ADP, Airtel, GSK, DarwinBox, Oyo, Maruti, PepsiCo, Morningstar, IOCL, PGCIL, Canara Bank, PNB, NTPC, Union Bank, Annapurna Finance, IIMs, MDI, IMT, IMI, NIRMA University, BIMTECH-** to name a few.

At People Labs we prioritize a positive culture of growth and development and expect our employees to share our values of honesty, transparency, and accountability.

Job Description - Strategy and Operations Head/ Senior Director - Full time

Position Summary: We are seeking a highly self driven individual to play an integral role in the smooth functioning of the company. The individual will be responsible for overseeing service management and driving client growth to expand our organization.

The ideal candidate should possess exceptional organizational skills, communication, leadership and have a deep understanding of training, learning and development.

Responsibilities:

- Collaborate with the CEO to develop and implement the company's long term strategic plans and objectives.
- Assist in formulation of policies and procedures to improve operational efficiency and effectiveness.
- Build and nurture clients, partners and stakeholders to enhance organization's reputation and business growth.

- Take the lead in initiating projects that improve the organization's operations and support its expansion efforts.
- Proactively identify and engage with potential clients to expand our clientele base.
- Deliver high-quality training and development programs to our clients, ensuring exceptional service delivery.
- Engage in networking activities to establish connections within the industry and onboard them for our various services.
- Brainstorming ideas for our biannual conference. Suggesting themes, stakeholders and sponsors.
- Meeting and onboarding delegates, sponsors and chair persons for our conference.
- Engaging in developing business by scheduling meetings with our potential clients and visiting their offices to broaden the clientele.
- Focus on the areas of improvement and provide strategic direction to the team to work effectively.
- Make informed decisions regarding investments, acquisitions, and partnerships.
- Lead and inspire a high-performing executive team, providing clear guidance and support.
- Develop and manage the company's annual budget, ensuring financial sustainability.
- Make strategic financial decisions to optimize profitability and shareholder value.
- Foster a positive organizational culture that promotes teamwork, collaboration, and employee engagement.
- Identify market trends and opportunities for growth and innovation.

Eligibility:

- The candidate should have a postgraduate degree in any field
- Minimum of 2 or more years of experience in the field.
- Individual should be passionate and a go-getter.

Compensation: A good increase from last CTC of the candidate (Should not be a bar for deserving candidates)

Working Hours and Norms: The working week is 6 days, i.e., Monday to Saturday (10 AM – 6 PM). Second and Fourth Saturdays are holidays. While this is a work from home position, we require the candidate to be available near Delhi or Delhi NCR region. Please ensure that you can work from this location.