

Community Manager Job Description

Post : Community manager

Vacancies : 1

We are looking for a Community manager to join our team! If you are a self-driven and ambitious professional we would love to meet you.

Job description :

Manage companies within the incubator

- Documentation (like drafting MoU and issuing identity cards, etc)
- Induction
- Engagement (meetings, interaction, fees, etc)

Interaction (keeping clear interaction with startups through emails, messages and calls for the following)

- Events
- Parties
- Activities
- Formal reviews
- Scheduling meetings
- All sort of communication within the community

Reviews

- Scheduling review meetings of startups with the advisory board and management team
- Sharing feedback and documenting feedbacks

Exit of startups

- Ensuring all dues are clear
- Coordinating with finance team and ensuring all bills are paid

- Documentation process

Any other work assigned by SP-TBI management.

Skills :

- Excellent verbal communication skills.
- Excellent writing skills.
- Excellent interpersonal and presentation skills.
- Attention to detail, critical-thinker and problem-solver.
- Proven work experience as a community manager or similar role.

Role: Full Time

Compensation: CTC will be between 2.5 LPA to 4.0 LPA

Ideal Candidate:

Someone who has worked in Community or HR role. Ideally someone with 1+ years of work experience. Post Graduation is not necessary. If you have worked in incubation, co-working space or any startup community, then you would be preferred.