



TINY MIRACLES

INCOME GENERATING PROGRAMMES MANAGER

For a fast growing social enterprise we are looking for a **female** experienced, hands-on person to coordinate and grow our income generating programmes- focused on sampling, manufacturing and exporting large retail volumes outside India. We work with communities around Mumbai. We are ambitious and expect to grow fast in the coming years, increasing the number of products, the workforce and production volumes. We are looking for somebody with a proven track record in large scale product management who gets excited about our way of contributing to a better world.

RESPONSIBILITIES OF THE JOB

Production runs

- Supervision of production, planning of production runs/scheduling and meeting deadlines
- Setting up, implementing and ensuring efficient and reliable manufacturing processes
- Setting up, implementing and ensuring quality control systems
- Forecasting, negotiating and agreeing budgets and timescales with clients
- Re-negotiating timescales or schedules as necessary
- Forecasting and executing resource requirements
- Ensuring all health and safety regulations are met consistently

Technical skills and material knowledge

- Technical management of people and all processes (ability to communicate with field staff, community people, get the work done, be flexible if strategy changes etc)
- Selecting, ordering and purchasing materials in collaboration with management and suppliers
- Organising the repair and routine maintenance of production equipment
- Liaising with clients
- Training the workforce: organising relevant training sessions
- Fulfil all work requirements such as timely order deliver, maintaining stock, maintain equipment, legal procedures, records

Sampling and sourcing

- Responsible for developing product samples, inventively thinking of how to create the samples, approach factories etc (design is done outside India in the short term)
- Sourcing of raw materials



- If taken into production developing approach to start producing high scale (training, resourcing, timelines, materials buying, price negotiation, budget, quality control etc)

SKILLS REQUIRED

- Project management skills
- Proven track record in large scale retail production (as specified in job responsibilities)
- Proven material sourcing skills
- Advanced knowledge of excel, numerical skills and comfortable with various IT systems
- Prompt and efficient keeping of (stock) records and documentation
- Solid English proficiency – writing and reading
- Knowledge of exact software would be a pre

PERSONALITY

- Female candidate
- Able to handle responsibilities
- Confident
- Efficient worker, thinks ahead
- Clear leadership and interpersonal skills
- Ability to work under pressure
- No 9-5 mentality, willing to work hard
- Hands on mentality
- Flexible, thinks in terms of solutions not in problems
- Ability to break down complex tasks into simple solutions
- Strong communication skills
- Strong team working skills
- Eager to learn and to grow further on the job

Please send you motivation and CV to artie@tinymiracles.com before April 26th