

JD | Associate / Sr. Associate Operations and Client Support

Flexing It is a leader in the professional freelance and on-demand talent space with focus on India, SEA and the Middle East. We help 3,000+ organizations across 50+ countries connect with top-tier independent consultants, senior executives, subject matter experts, and boutique firms. We provide flexible, alternate engagement formats to solve strategic, operational, and leadership needs with speed and precision. Visit us at www.flexingit.com to know more.

Skills Required

- Self-starter with high energy – some experience in a fast-growing startup will be a plus
- Solid analytical and problem-solving skills
- 0-4 years of relevant work experience, preferably in a B2B setting
- Operations and account management experience will be particularly relevant
- Strong communication and inter-personal skills
- Personal and professional integrity

Key Responsibilities:

Client support for projects

- Understanding requirements of organizations either through phone or email and then posting the same on the platform
- Running a thorough database search to identify the right consultant for the role- this might also involve doing the search on other platforms as well
- Conducting an initial screening / shortlisting of the applications by making detailed calls to the consultants to gauge their interest and fitment
- Coordinating interviews and discussions with the client of the shortlisted consultants
- Supporting and managing all activities post finalization of the consultant
- Staying in constant touch with the client for query resolution and any support required

Account management & BD support

- Support Managers on building a strong relationship with key client POCs
- Supporting and working on any additional research or business development work as may be assigned from time to time

Cross-cutting initiatives

- Own and drive cross team projects from time to time which could include driving specific partnerships, taking the lead on a product/tech related process, etc.

Location- Delhi / Hybrid

