

## JD | Associate / Sr. Associate Operations and Client Support

Flexing It<sup>®</sup> is the largest platform in India and Southeast Asia enabling organisations to access experienced independent consultants and domain experts ‘**on-demand**’ and **manage them at scale**.

**Featured in 2022 as one of the highest growth companies in APAC, by the Financial Times**, Flexing It<sup>®</sup> has built a technology-driven solution that caters to **over 3,000 corporates and 80,000+ independent consultants**, using proprietary tools and market knowledge to make the experience effective, efficient and scalable.

Our community of vetted consultants spans all core business functions and sectors, and brings rich experience that our technology matches to your projects.

Flexing It can help clients find the right consultant for projects that span a few days to a few months based on what the assignment needs.

For our high-use clients, Flexing It provides an Enterprise product suite that helps them access consultants, track project delivery, ensure efficient contracting & payments - all supported by a layer of analytics. In addition to helping organizations find experienced resources for projects,

There are already strong tailwinds to the professional gig economy globally and this presents an exciting opportunity for you to join Flexing It and contribute to the growth story

### Skill Required

- Self-starter with high energy – some experience in a fast-growing startup will be a plus
- Solid analytical and problem-solving skills
- Proficient with MS Excel and Power Point
- 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

