

Job Description

Job Title: Cluster Coordinator
Reports To: State Head
Exp. Required: 2-3 Years
Job Location: Odisha & Chhattisgarh
Salary: 12 -18K per Month
Job Type: Permanent

Duties and Responsibilities:

- A Cluster Coordinator will work under the supervision of State Head and will ensure timely services of the given tasks.
- Manage the documents work like verified bank, CCE and survey documents
- Responsible for providing daily reports/ MIS.
- Must be frequent traveller as per the requirement of work.
- Must have knowledge of documents processing in related to the insurance.

Qualifications:

Education Level: Bsc. In Agri or any other relevant agriculture diploma
Professional Certification: NA
Skills: Good Communication & problem solving Skills
Personal Characteristics: Should have a positive behaviors and attitude.

Approved by:	
Date approved:	
