

## **Job Description**

**Required Position:** District-Coordinator (Crop Cutting Experiment)

**Job Locations:** Udipi, Haveri, Mandya, Hassan, Shimoga, Vijayapur, Kolar, Koppal (Karnataka) | Coimbatore, Tirunelveli (Tamil Nadu)

**Job Type:** Permanent/Contract based

**Experience Required:** 1-3 Years

### **Responsibilities and Duties:**

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

### **Qualification & Other skills:**

- **Bsc./Msc.** In Agriculture are preferred or any other background/ Fresher also can apply.
- Must have computer skills like MS Word, Excel (Highly required).
- Should have good command on spoken & written English/ and local language.
- Should have **Bike & Smart Mobile phone.**