

Job Description:

Assistant Manager - Regional Skill Chapter

1) Location:

We are currently looking for each location.

- Gujarat
- Kerala

2) Salary Pay-out & Growth Trajectory:

- Competitive salary package commensurate with industry standards and candidate experience.
- We recommend attending the 'Pre-Placement Talk (PPT)' session to understand the Career Progression Path properly.

3) Brief about the Organization:

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 1500+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information: visit our website www.ffsc.in and social media platforms.

4) Application & Selection Procedure:

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- The selection process may include a Pre-Placement Talk, Interview, SOPs, Test, Group Discussion, etc. as deemed necessary. Management holds the final discretion in the matter.

5) About Job Role:

- *Objective:*
 - The Assistant Manager, Regional Skill Chapter, will be responsible for driving engagement activities with industry, academia, and learners to achieve FFSC's overall objectives, particularly in the development and management of Regional Skill Chapter.
- *Key Responsibilities (KRA):*
 - **Industry Engagement**
 - Interact with potential industry players, and associations from the Interiors and Furniture industry to make them aware of FFSC and its initiatives.
 - Conduct the Skill Gap Study for the region and plan the activities for the industry.

- Identify partners who will be willing to sponsor training initiatives under CSR or on a fee-based model.
- **Skilling Partner Engagement**
 - Identify potential partners who will be willing to support by creating Skill Academies.
 - Coordinate with FFSC's Skilling Partner team to complete the accreditation and affiliation of such Skill Academies.
- **Academia & Learner Engagement**
 - Conduct orientation sessions and placement drives for the learners from academia.
 - Organise training programs for existing professionals in the industry.
- *Internal & External Interfaces:*
 - Internal: Collaborate with FFSC leadership, Skill Academies, and other divisions
 - External: Engage with industry associations, academic institutions, NGOs, local administration, and other stakeholders.
- *Key Performance Indicators (KPI):*
 - Increase the number of memberships.
 - Enhance industry engagement for the Skill Gap Study.
 - Effectively implement stakeholder engagement initiatives.
 - Coordinate upskilling programs.
 - Grow enrolments in training programs.
 - Increase the number of apprentices in the region.
 - Complete the targeted alignment of organizational structures.
 - Facilitate Leadership/Skill Catalyst workshops.
 - Conduct counseling sessions.
 - Organize successful Placement and Apprenticeship drives.
 - Provide other HR services.

.6) Minimum Qualification Requirements:

- Bachelor's/Master's degree in Business Administration, HR, etc.
- Proven experience in Human resources, business development, or related roles.
- Work Experience:
 - 2+ years: From the Interiors & Furniture industry, or skill development sector
 - 4+ years: of HR or BD experience

Or

 - 5+ years: As an HR Business partner role

7) Competencies:

- *Technical Competencies:*
 - Stakeholder Engagement
 - MIS
 - Project Management
 - MS Office Skills
 - Task Management Software (preferred)
- *Generic Competencies:*
 - Excellent Communication: Strong verbal and written skills
 - Team Collaboration
 - Problem-Solving Ability
 - Strategic Thinking
 - Result Orientation
 - Regional Language Required