

# TATA TRUSTS

Role Details		
1.	Role	Executive
2.	Grade	Equivalent to Grade 6
3.	Function   Sub-function	Individual Grants Programme Education (IGP – Education)
4.	Location	Mumbai
5.	Nature of Employment	Fixed Term Employment (FTE - 2 years)
6.	Reporting to	CFO

## Role Overview:

The role involves end-to-end management of grant applications, from initial scrutiny to fund disbursement and post-disbursement monitoring. The consultant is responsible for evaluating applications from hospitals and individuals, ensuring alignment with grant criteria, and maintaining accurate documentation throughout the process.

## Key Responsibilities:

1.	Ensure accurate and timely entry of data into designated systems, databases, or trackers, maintain consistency, completeness, and adherence to data quality standards
2.	Maintain confidentiality while handling sensitive information
3.	Lead data management efforts, including regular tracker updates and digital records on shared platforms like OneDrive
4.	Maintain effective communication and interpersonal relationships within the team
5.	Ensure accurate and timely entry of data into designated systems, databases, or trackers, maintain consistency, completeness, and adherence to data quality standards

## Stakeholders

Relationship (within organization)	All departments of Tata Trusts
Relationship (outside organization)	Applicants and relevant stakeholders

## Skills & Competencies:

- Proficient in MS Office tools including Word, Excel, PowerPoint, and Outlook
- Strong written and verbal communication skills in English, Hindi, and Marathi
- Effective time management and attention to detail
- Good interpersonal and intrapersonal relationship-building abilities
- Accurate typing skills with a focus on precision
- Capable of handling administrative tasks with consistency and reliability

## Essential Qualification & Experience:

- Bachelor's degree in any field
- 1 year of work experience