



Sorting Swans EcoSocial Private Limited
The Life is Sorted!

Title: Founder's PMO Manager (M/F)

Job ID: 12/2024-I02

Location: Pune, MH, India

Date Posted: 15/02/2025

Job Description:

Are you passionate about taking action for environment? Are you concerned about the planet's future and want to provide future generations with a cleaner, more sustainable world? Are you flexible and can do multiple roles in an organization responsibly? If so, we have an exciting opportunity for you to join a mission-driven team, where your contributions will shape the future of sustainability and innovation.

We are a fast-growing startup focused on the battery recycling industry, and we're looking for "Founder's PMO Manager" to join our team. This position is crucial, and you will be responsible for managing project management office and to help the founders grow the business.

Your **key responsibilities** include:

- (a) Helping founders to establish and scale supply chain of raw materials
 - Conduct research to identify and shortlist vendors capable of delivering large volumes of single-cell batteries.
 - Establish connections with vendors and create an ecosystem for battery collection.
 - Collaborate with internal teams and external stakeholders to co-develop execution pathways.
- (b) Performing marketing initiatives
 - Develop marketing collaterals on a weekly basis using secondary research.
 - Execute digital marketing initiatives as directed by the founders.
 - Contribute to thought leadership content with guidance from the founders.
 - Regularly send digital updates to customers and vendors.
- (c) PMO support
 - Help the founders to run PMO as needed.
- (d) Team Leadership:
 - Foster an inclusive, collaborative, and creative work environment to encourage excellence.
- (e) Stakeholder management:
 - Communicate progress, goals, and results effectively to senior leadership and other key stakeholders within the organization.
 - Be a key member of the leadership team, driving organizational success through your expertise and innovation.

Basic Qualifications:

- A graduate degree (mass communication; environmental science) from a reputed university
- Hands-on experience in administration and organization; must be a self-starter.
- Exceptional communication and presentation skills, with the ability to engage senior management and external stakeholders.
- A collaborative and inclusive approach with a passion for fostering innovation and guiding team members to success.
- An entrepreneurial mindset, with the ability to thrive in a dynamic, fast-paced startup environment.
- Strong sense of Ownership and ability to act independently

Preferred Qualifications:

- Past work experience in the Battery/Energy Storage/Recycling sector,



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