

Job Title: Operations Executive

Company Name: Network FP Knowledge Solutions Pvt. Ltd.

Location: Lower Parel, Mumbai

Mode of Working: Hybrid (Office / Home)

Qualification: Graduate

Experience: 1+ years of relevant experience

Network FP

Reviews 1,022 • Excellent

★★★★★ 4.9 ⓘ

★ Trustpilot

Company Overview:

Network FP is India's leading knowledge & community platform for financial advisors. Established in 2011, our community of over 1,000 qualified professionals are spread across 130+ cities in India. Through certifications, memberships, conferences and training programs, we help financial advisors succeed by becoming client-centric, process-driven, knowledge-based and growth-oriented. Network FP is supported by major industry stakeholders and top financial advisors of the country. Our Vision is to build a community of trusted professionals who help families achieve complete financial well-being.

Department Overview:

Network FP organises India's largest & most popular events for financial advisors, both virtual and physical. The Event Management team is responsible for ensuring the smooth functioning and execution of the planned events by effectively communicating with various vendors, internal team, supporters & partners and maintaining the right databases.

Key Responsibilities

- Vendor Management
- Supporters and Partners Management
- Volunteers Management
- Database Management
- Coordination with Internal Team

Essential Skills

- People Management
- Good with using Technology / Apps
- Taskmaster - get things done on time.

How to Apply

Please send your updated resume to sonali@networkfp.com with cc to priiti@networkfp.com