**Company profile :**

Lotus Petal Foundation has been in the nonprofit sector for more than 10 years. Our objective is to create equal opportunities for underprivileged children living in urban and semi-urban areas to enable upward social mobility. We create high-impact interventions in Education, Nutrition, and Livelihood by using innovative methodologies, scientific rigor, use of data, and analytics for the child and also for his/her community. Alongside, we are proud to mention that we are “Great place to Work” certified for the 5th consecutive year.

Jeevika is the skill development program of Lotus Petal Foundation. The focus is on developing communication skills and on building confidence within the child. In addition to studying for their courses, students also intern with various corporate and retail houses to get real time experience.

**Purpose of this position :**

· To Train students in Retail Sales Operations

· Fostering equal opportunity practices and encourage students’ association

· Paying attention to cultural or societal differences in dealing with the students

**Activity List :**

* Teaching and explaining, domain subject topics and maintaining domain lab in a suitable way.
* Train the students regarding how to attend greet and help customer in a store,how to upsell, building rapport with them.
* Take internal assessments for candidates at frequent intervals and record the assessment details in the Candidates tracker.
* Constantly develop innovative training techniques to make training more effective and interactive.
* Evaluate the effectiveness of each educational session and maintain the reports.
* Maintain updated records of training curriculum and materials.
* Provides job search/career information workshops and presentations as needed.
* Facilitates career counselling, evaluation, skills training, job readiness training and other activities related to employment
* Provide handling doubt sessions or query sessions for the students
* Give appropriate assignments and projects for the students to make them grow with hands-on experience
* To deliver course material as per the curriculum
* Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters.
* Provides feedback and recommends appropriate action and solutions to individual student’s academic and educational needs and abilities.

**Qualifications/Skills:**

1. Knowledge and ability to use different training methodologies aligned
with the profile

2. Extensive knowledge of learning principles and modern training techniques

3. Must have experience as Retail Sales trainer.

4. Candidate must have at least 2 year of teaching experience Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.

5. Able to create content for the course

**About the person :**

**Educational Qualification :**Retail Diploma/ Graduate with 4 years’ experience in retail store operations/sales

2 years of teaching experience in retail sector will be an added advantage

**Experience** :

1. Minimum 2 years in teaching experience is an essential

2. Good English communication skills and personality.

**Job Location**- Khasra No, 12/2 Dhunela Berka Road, Village Dhunela , Tehsil Sohna Gurgaon – 122103, Haryana (India)