



## The World's Essential Technologies In Every Local Shop Job Description – Project Manager

### Overview

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**Title:** Project Manager (negotiable as role evolves)

**Job Type:** Full Time

**Job Location:** Bangalore, India, with travel to Essmart's regional offices and new regions

**Job Start Date:** January to February 2017

**Working Days:** Monday through Friday (with some weekends when visiting regional offices)

### About Essmart

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Essmart is a last-mile distribution company that connects 100+ socially impactful, life-improving products (such as solar lanterns, clean cooking appliances, and efficient agricultural tools) to local family-owned retail shops in southern India.

Essmart has seven offices in southern India (located mostly in Tier 3 cities), has a team of over 30 people, and works with a network of 1000+ local shops. We distribute products that improve the incomes of local shop owners and have collectively improved the lives of over 80,000 end users.

### Job Description

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#### Overview of Role

The Project Manager (working title) is a member of Essmart's core management team, based in Bangalore.

Essmart has a wide variety of existing and new projects that make our operations function. These can be specific, isolated, one-off projects, or ongoing projects that require follow up at regular intervals. As Project Manager, you will help Essmart conceive of, prioritize, build, and execute a wide range of projects that will help improve our operations and grow our sales and impact. You will ensure that projects are delivered on time and that any ongoing project maintenance and follow up is built into Essmart's daily operations.

As various projects that you manage develop and grow within our operations, you will have the opportunity to lead a select number of projects full time or stay in a "jack-of-all-trades" role working on multiple projects. The Project Manager role is meant to be a starting point for you to become an integral part of the Essmart core team.

#### Responsibilities

- Contributing to high-level discussion and decisions about operational strategies and programs.
- Managing specific projects from start-to-finish, including:



- Conceptualizing new projects based on Essmart’s needs and prioritizing existing projects
  - Planning the projects that you will work on, including time management and deadlines
  - Designing the project, including building back-end systems and processes
  - Executing the project, including ensuring that project delivery and any required follow up is integrated into Essmart’s operations
  - Analyzing the results
  - Writing up any required internal or external reports
- Providing leadership and role modeling Essmart’s values across the company.

## Examples of Projects

As project manager, you will likely manage multiple projects at the same time, based on both the company’s most pressing needs and your own personal interests, skills, and professional development desires. These projects are diverse and will evolve over time. To give you an idea of the types of projects that Essmart has, a select list of current projects is given below:

- Managing the development of Essmart’s unique, proprietary logistics and supply chain management software.
- Refining our credit offerings to shops in our network internally, and exploring potential external partnership opportunities to support these offerings.
- Implementing new marketing techniques on a subset of our network, analyzing the effectiveness of these techniques, and implementing successful techniques across Essmart’s entire network.
- Designing a shop-focused catalogue of our products that provides additional information for shop owners or regular updates on product information.
- Managing the assembly and production of Essmart’s first own-branded product.

## Qualifications

You are an expert at managing multiple initiatives at the same time, at time management, and at meeting deadlines. You are excited to learn and try new things as part of your professional development. You enjoy working on a range of diverse projects and would consider yourself a “jack-of-all-trades”.

You are meticulous and do not let deadlines or emails slip past you. You understand that being a core part of a company involves both the high level strategy as well as the on-the-ground execution, and you are not afraid to get your hands dirty and delve into detailed work. You follow an HTS philosophy, “Handle Thy Shit” – you will work at a problem on your own to figure it out, but you are not afraid to ask for help when you need it.

You communicate well and often to your teammates, and you are adept at incorporating feedback from both senior management and junior staff into your work. You provide constructive feedback to your teammates on their work.



You are passionate about Essmart’s mission of filling the critical distribution gap and connecting life-improving products to local retail shops.

Other requirements include:

- Strong, proven time management and project management skills
- Detail oriented and data driven
- Self-driven and capable of working autonomously in a fast-paced start-up environment
- Proficient at writing reports, organizing back-end systems, and presenting findings in a clear, concise manner
- Extremely comfortable in MS Word, Excel, Powerpoint
- Proficiency in the Adobe Suite (Illustrator, InDesign) or willingness to learn is desirable
- Fluent in written and spoken English
- Knowledge of Tamil and/or Kannada is a bonus

## What you can expect

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Essmart will provide:

- The opportunity to work alongside a high profile and successful international team
- The opportunity to grow and shape your own role within the company
- Media and travel opportunities to represent Essmart at global events
- Travel throughout rural India

Essmart promises to:

- Encourage you to explore new areas of interest and grow your personal skill set
- Support you in experimenting and test out new ideas
- Helping you push your comfort zone where desired
- Be responsive to your feedback and advice, and share responsibility when appropriate

All new Essmart employees start on a trial-basis, to give us both the opportunity to work together and find the best fit for growing together in the future. The trial period is not an exam, but an opportunity to find your role in Essmart. For example, in the past we have transitioned great hires into roles that are more appropriate for them based on their skills and desires.

## How to apply

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To apply, please send the following to [iwanttowork@essmart-global.com](mailto:iwanttowork@essmart-global.com) with the subject “Project Manager”:

- A letter expressing why you are interested in the position and any relevant experience you will bring to the position
- Your CV