

**WE ARE HIRING**

# Front Office cum Placement Coordinator

## POSITION AT A GLANCE

<b>Position Title</b>	Front Office cum Placement Coordinator
<b>Department</b>	ECD- Training and Quality
<b>Reports To</b>	Manager- Quality Control
<b>Location</b>	East Patel Nagar, Delhi, India
<b>Employment Type</b>	Consultant
<b>Salary Range</b>	30,000 - 35,000 PM
<b>Application Deadline</b>	11 -05-2026
<b>Expected Start Date</b>	15th May 2026 (Early joiner preferred)

## ABOUT MOBILE CRECHES

Since 1969, Mobile Creches (MC) has been a pioneer in Early Childhood Development (ECD) for marginalized children in India. We provide nurturing care through safe childcare spaces, community engagement, and partnerships with governments and civil society. Our holistic approach integrates nutrition, health, early learning, responsive caregiving, and safety—supporting both children’s development and women’s participation in the workforce.

Mobile Creches has reached over 1 million children across 17 states, trained 20,000+ childcare workers, and engaged 5 million community members. Through service delivery, capacity building, research, and advocacy, we continue to strengthen sustainable childcare systems in India.

We follow a strict safeguarding policy, and all employees, partners, and stakeholders are required to comply with it.

## ROLE OVERVIEW

The Front Office cum Placement Coordinator plays an important role in ensuring the smooth functioning of Mobile Creches’ Training Centre while supporting trainees with career

counselling, employability, and placement opportunities. The role serves as a key link between trainees, trainers, employers, and partner organisations, helping create a professional, learner-friendly, and well-organized training environment. Success in this role is reflected through efficient centre operations, strong stakeholder coordination, improved trainee support, and effective placement and outreach outcomes.

## **KEY RESPONSIBILITIES**

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The Front Office cum Placement Coordinator will be responsible for, but not limited to, the following:

1. Oversee the overall management and smooth functioning of the Front Office and Training Centre operations in Delhi.
2. Provide career counselling, employability guidance, and placement support to trainees through coordination with NGOs/CSOs, government bodies, and private sector organisations.
3. Coordinate and provide administrative and logistical support to trainers during training programs and centre activities.
4. Manage day-to-day operational requirements of the training centre, including cleanliness, pantry, security, and visitor support services.
5. Conduct individual and group counselling sessions to support trainees in career planning and skill development.
6. Maintain placement records, trainee progress data, and prepare reports as required for monitoring and documentation purposes.
7. Ensure a professional, welcoming, and well-organized front office environment for trainees, staff, and visitors.
8. Develop and promote IEC materials to strengthen visibility, outreach, and effective functioning of the training centre.

## **QUALIFICATIONS & EXPERIENCE**

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### **Essential**

9. Bachelor's degree in any discipline with minimum 2–3 years of relevant experience in counselling and placement support related to skill development or vocational training programs; OR
10. Master's degree in social work (specialization in Counselling) or Psychology (specialization in Counselling).
11. Minimum 1–3 years of experience in counselling, trainee support, placement coordination, and stakeholder engagement within the skilling or vocational training sector.

12. Strong understanding of skill development ecosystems, career counselling, employability support, and coordination with NGOs/CSOs, government bodies, and private sector employers.
13. Good communication, counselling, coordination, and administrative management skills, along with proficiency in basic computer applications and record management.

**Desirable**

14. Preferred experience in counselling, placement coordination, training centre operations, or skill development programs within the education, skilling, or development sector.
15. Proficiency in Hindi and English with strong communication, stakeholder coordination, and trainee engagement skills.
16. Strong organizational and administrative abilities, familiarity with skilling ecosystems and employer coordination, and proficiency in basic computer applications and record management.

**Behavioural Competencies**

17. Strong interpersonal and communication skills
18. Ability to work sensitively with marginalised communities
19. Self-driven with the ability to manage multiple priorities
20. Highest emotional resilience and harmony with oneself and others

**WORKING CONDITIONS**

<b>Work Setting</b>	Office cum field
<b>Travel Required</b>	2-3 days in a week- Preferred
<b>Working Hours</b>	Monday to Saturday [9:00 AM – 5:30 PM]
<b>Probation Period</b>	Initial 3 month and extendable up to 3 more months

**WHAT WE OFFER**

- A purpose-driven work environment with over five decades of impact in Early Childhood Development (ECD).
- Opportunity to Collaborate with multi-stakeholders in skilling domain.
- Mentoring and coaching by a team of experts in Training & Quality

**HOW TO APPLY**

Interested candidates are requested to send their updated CV and a brief cover letter (no more than one page) explaining their interest in the role and Mobile Creches' mission to:

<b>Email</b>	<a href="mailto:training@mobilecreches.org">training@mobilecreches.org</a>
<b>Subject Line</b>	Front Office cum Placement Coordinator
<b>Queries</b>	Sham Lal, <a href="mailto:training@mobilecreches.org">training@mobilecreches.org</a>

**Please note:**

- Only shortlisted candidates will be contacted for further stages of the selection process.
- Mobile Creches is an equal opportunity employer. We strongly encourage applications from women, persons with disabilities and candidates from marginalised communities.
- No fee is charged at any stage of the recruitment process.

**Be the change for India's youngest children.**

[www.mobilecreches.org](http://www.mobilecreches.org) | [mail@mobilecreches.org](mailto:mail@mobilecreches.org)