

Job Title Sr. Manager, Coordination

Organization: NLDSL

Location: New Delhi

Role Overview:

The Manager will function as a strategic and executive support role, working closely with the Chairman in driving key organizational priorities, stakeholder coordination, and high-level decision-making processes. This role requires strong technical understanding, administrative acumen, and proven experience in government liasoning and handling senior-level engagements.

Key Responsibilities:

- Provide strategic, operational, and administrative support to the Chairman on priority initiatives and projects.
- Act as a key coordination point between the Chairman's office and Ministries, Government Departments, PSUs, and other stakeholders.
- Manage high-level meetings, prepare briefs, notes, presentations, and follow-ups on action points.
- Facilitate government liasoning, ensuring effective communication and alignment with senior officials across central and state governments.
- Support policy-level discussions, project evaluations, and implementation tracking of key initiatives such as digital logistics platforms and national integrations.
- Coordinate with internal teams (technology, consulting, operations) to ensure timely execution of directives from the Chairman's office.
- Monitor progress of strategic projects and prepare status reports, dashboards, and decision notes.
- Assist in business development efforts, including engagement with government bodies for new opportunities.
- Handle confidential matters with discretion and maintain high standards of professionalism.

Eligibility & Qualifications:

- **Educational Qualification:** B.Tech / B.E. (Mandatory); MBA or equivalent will be an added advantage.

- **Experience:**

- 10-15 years of relevant experience.
- Proven experience in **government liaisoning** with Ministries, Departments, or PSUs.
- Experience of working closely with **senior government officials / top management (CXO level)**.
- Exposure to infrastructure, logistics, IT platforms, or public sector projects preferred.

Key Skills & Competencies:

- Strong understanding of government processes and institutional frameworks.
 - Excellent communication, drafting, and presentation skills.
 - Ability to handle high-pressure situations and manage multiple priorities.
 - Strategic thinking with strong analytical and problem-solving abilities.
 - High level of discretion, integrity, and professionalism.
 - Proficiency in MS Office, report preparation, and dashboarding tools.
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Preferred Profile:

- Experience in handling national-level projects or working with initiatives related to logistics, digital platforms, or infrastructure.
 - Strong network across government departments and public sector organizations.
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Reporting:

COO, NLDSL.