

# **NICDC Logistics Data Services**

## **Job Description: Manager– Coordination**

**Organization:** NLDSL

**Location:** New Delhi

### **Role Overview:**

The Manager will function as a strategic and executive support role, working closely with the Management 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 Management on priority initiatives and projects.
- Act as a key coordination point between the Company 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 Management.
- 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:** Master's//Bachelor's degree from a recognized institution; MBA or equivalent will be an added advantage.

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- **Experience:**
  - 8-12 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:**

- Agile and adaptive in working in a dynamic and fast-paced environment.
  - 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, e-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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