

## Earn and learn opportunity

Flexible time, fully remote - Location: Pune. [Feb 2022]

## About the company

Saartha solutions is a small team working fully remotely in the personal finance, investments consultation. We believe in creating a positive impact to the society around us while delivering our services to our customers.

We are offering an internship position to first year or second year B.Com/ BBA students with flexible working hours and fully remote working.

## Role : Team assistant

### Benefits:

- Minimum monthly stipend of Rs. 2000/- per month.
- Bonus : Rs. 100 per extra work hour.
- Duty hours: 6 hours per week (flexible).
- Option to take off for exam weeks.
- Letter of completion of internship at the end of the tenure.
- Tenure: 6 months. Can be continued further based on candidate interest.

### Responsibilities

1. Attending online meetings to understand the tasks.
2. Answering to the chat to keep updated status of the tasks.
3. Filling online forms, paper forms.
4. Sending, receiving couriers for the customers for collecting forms, documents.
5. Submitting the documents in person to the designated office (Pune city or Kothrud.)
6. Answering queries from the customers in form filling (over phone, chat, email).
7. Follow up with the customers (over email, chat, phone).
8. Learn the processes using online training, documents.
9. Prepare google docs to document the processes.
10. Coordinating corporate gifts to the customer during festival season.
11. Suggest improvements in the processes

### Expectations from the candidate

1. Education: minimum 10+2.
2. Good communication (oral + written) in English, Marathi.
3. Sincere, curious, flexible.
4. Continuous learning attitude.
5. Age: minimum 18
6. Own laptop, phone to attend online meetings.
7. Ready for occasional local commute for submitting the documents (flexible time).

### Nice to have

1. Having entrepreneur mindset
2. Having interest in personal finance or desire to learn more into this field.