

Job Description: Verification Staff

Overview

We are currently seeking dedicated and proactive MEMiz Verification Staff to join our team. This role is critical in identifying existing and new MSMEs, guiding them in Udyam Registration, and increasing awareness of various schemes. The ideal candidate will be skilled in fieldwork, possess excellent communication abilities, and have a strong understanding of the challenges faced by MSMEs at the district and village levels.

Designation: Verification Staff

Roles & Responsibilities

- **MSME Identification:** Identify and engage with existing and new MSMEs at the district and village levels.
- **Udyam Registration Guidance:** Assist MSMEs in understanding and completing the Udyam Registration process.
- **Scheme Awareness:** Educate MSMEs about various schemes and identify which schemes are applicable to their businesses.
- **Primary Field Contact:** Serve as the primary point of contact for MSMEs in their designated area, providing support and information.
- **Data Collection:** Collect and maintain data on MSMEs, including their needs, challenges, and the support they require.
- **Outreach Activities:** Conduct outreach activities, workshops, and seminars to disseminate information about the MEMiz program and available schemes.
- **Report Generation:** Generate reports on field activities, including the number of MSMEs contacted, registered, and the issues faced.
- **Feedback Loop:** Gather feedback from MSMEs and report it to the central team to inform policy and program adjustments.
- **Collaboration:** Work closely with other MEMiz team members to ensure a coordinated approach to supporting MSMEs.

Qualifications & Experience

- **Educational Requirements:** HSSLC is required. A relevant Degree or Diploma in business, economics, or a related area is advantageous.
- **Industry Knowledge:** Familiarity with the MSME sector is advantageous but not mandatory.
- **Technical Proficiency:** Basic understanding of digital tools and platforms used for registration and data management.

- **Communication Skills:** Excellent communication skills, both verbal and written, are essential for effective stakeholder engagement.
- **Problem-Solving:** Strong problem-solving skills to address and resolve the issues faced by MSMEs.
- **Multitasking:** Ability to multitask and manage multiple MSME interactions simultaneously.
- **Patience and Empathy:** Must exhibit patience and empathy when dealing with MSMEs to ensure a supportive and understanding environment.
- **Local Knowledge:** Preferably should be familiar with the local area and the specific challenges faced by MSMEs in that region.

How to Apply

Interested Candidates should apply at <https://www.angelbusipro.org/>