



PAHLE INDIA FOUNDATION
PUTTING INDIA FIRST TO MAKE INDIA FIRST
www.pahleindia.org

CALL FOR APPLICATIONS
Tele-caller/Communications Executive
Location: Delhi

Job Profile

Pahle India Foundation (PIF) is seeking applications for a motivated and dynamic Tele-caller/Communications Executive to join our team. The ideal candidate will be a skilled communicator with excellent interpersonal skills. He/she will act as the first point of contact, engaging with stakeholders, scheduling meetings, and supporting outreach initiatives to expand PIF's network and amplify the research impact.

Eligibility

- Bachelor's degree in Communications, Public Relations, Marketing, or related field
- Prior experience in a tele-calling or communication-focused role, preferably in the policy, non-profit, or think tank sector
- Excellent verbal and written communication skills
- Proficiency in MS Office and Zoho (desirable)
- Ability to multitask, manage time effectively, and work both independently and collaboratively
- Strong problem-solving skills and a proactive attitude

Knowledge and Skill Requirements

- Initiate and manage telephone and email communication with various stakeholders, including policy experts, government officials, and corporate partners.
- Conduct follow-up calls to build relationships, set up meetings and ensure timely responses.
- Maintain an organised database of calls, responses, and schedules, ensuring all communications are recorded for tracking and analysis.
- Collaborate with the communications team to coordinate updates, invitations and promotional materials.
- Assist in inviting and confirming participants for webinars, workshops, and other public engagement activities.
- Gather feedback post-interaction to improve engagement strategies and stakeholder experiences.

Remuneration - as per industry norms and dependent on skill sets

Application Procedure - Applicants should send their CV & a cover letter to info@pahleindia.org

Organisation Overview - PIF is a leading not-for-profit policy think tank, founded by Dr Rajiv Kumar, former VC, NITI Aayog and current Chairman PIF, in June 2013. Its motto is "Putting India First to Make India First." Over the last one decade of its working, PIF has been able to successfully carve out a niche for itself and earn a reputation with policymakers as an independent, extremely credible institute that can be relied upon for producing high quality inputs for policy formulation. Over the next 5 years PIF aims to be the country's leading policy think tank and the preeminent go-to-institute, which is rooted in Indian reality and focuses its research on complex policy challenges, thereby playing a significant role in India's growth story. PIF also provides a credible, trustworthy and neutral policy platform for bringing together government, industry, academia and civil society for enriching the public narrative on topical issues.