Srinath University
अध्ययन • अनुशासन • अनुग्रहण

# JOB DESCRIPTION

SOMA

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| **Organization:** | **SOMA** |
| **Job Title:** | **Operations** |
| **CTC:** | **12-24 LPA** |
| **Location:** | **Bangalore** |
| **Departments Eligibility:** | **Management/B.Tech/IT** |
| **Course Eligibility** | **MBA, B. Tech- CS, MCA, BCA.** |
| **Student Gender Preference:** | **All** |

## General Job Description

- Handle customer intake and coordination calls.
- Manage communication and coordination with underwriters and insurance partners.
- Support the sales team to improve operational efficiency and turnaround time.
- Manage end-to-end operational workflows with accuracy and attention to detail.
- Maintain proper records, documentation, and follow-ups.
- Coordinate with internal teams and external partners to ensure smooth processes.
- Work closely with founders and leadership in a fast-paced startup environment.
- Identify operational issues and support timely resolution.

## Preferred Skills

- Excellent communication and interpersonal skills.
- Strong coordination and follow-up abilities.
- Good organizational and time-management skills.
- High attention to detail and accuracy.
- Basic knowledge of MS Office/Excel.
- Ability to multitask and work in a target-driven environment.
- Proactive attitude and willingness to learn.
- Comfortable working in a dynamic startup environment.

| **Eligibility** |
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| **MANAGEMENT** |
| Specialization - **BBA, BCOM & MBA** |
| Fresher |
| Technical knowledge, good communication, teamwork, and problem-solving skills |

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| **Job Reviewed by: Senior Director, Training & Placement** |
| **Job Approved by: Senior Director, Training & Placement** |
| **Job opportunity provided through: Training and Campus Placement Department** |

**Date:-11.05.2026**