

Associate- Stakeholder Management

We are seeking a highly skilled and experienced individual to join our team as an Associate for Stakeholder Management for a full-time in-office position. In this role, you will play a pivotal role in fostering positive relationships with stakeholders, building partnerships, and managing communication channels to support the organization's goals and objectives. You will be reporting to the Project Manager directly, Contributing to the development and implementation of stakeholder engagement strategies.

Responsibilities:

- Identify key stakeholders and develop comprehensive stakeholder engagement plans.
- Foster positive relationships with stakeholders through regular communication and engagement activities.
- Coordinate and facilitate stakeholder meetings, workshops, and events.
- Act as a primary point of contact for stakeholders, addressing their concerns and inquiries.
- Develop and maintain stakeholder databases, ensuring accurate and up-to-date information.
- Collaborate with internal teams to gather information and insights for effective stakeholder communication.
- Work closely with external partners and organizations to strengthen relationships and leverage collaborative opportunities.
- Coordinate with cross-functional teams to align stakeholder engagement efforts with organizational goals.
- Identify opportunities for collaboration and partnerships with stakeholders to advance the organization's objectives.
- Monitor and analyze stakeholder trends, dynamics, and evolving expectations.
- Prepare regular reports and updates on stakeholder engagement activities and progress for internal and external stakeholders.

Qualifications:

- Bachelor's degree in a relevant field i.e., communications, public relations, business.

- Proven experience of 1-3 years in the field. With a strong understanding of stakeholder management, public relations, and related fields.
- Strong interpersonal skills and the ability to build relationships and influence stakeholders.
- Excellent written and verbal communication skill
- Proficiency in managing multiple tasks and prioritizing competing demands.
- Strategic thinking and problem-solving abilities.
- Strong organizational and project management skills.
- Ability to work collaboratively in cross-functional teams.
- Experience in stakeholder analysis and reporting is preferred.
- Knowledge about the Green Energy sector is a plus.

This is a full-time in-office position with opportunities for growth and professional development. We offer a competitive salary and benefits package.

We will review applications and contact shortlisted candidates for further assessment.