

Head Office level Job roles :

1) Sr. Manager – Marketing & Branding

Shall be responsible for providing Marketing & Branding support to our training centres by helping them achieve their time bound revenue targets. To ensure proper branding both indoor & outdoor at our training centres as per the guidelines. Should have relevant experience of 4 – 5 yrs. The job involves travel to various locations as well. Age < 40 yrs. Salary upto 4.0 lacs p.a. fixed + 2.0 lacs variable.

2) Sr. Manager – Training Delivery

Shall be responsible for providing training delivery support to our training centres. To look after various aspects of training like planning, monitoring timely & effectively delivery of courses, content delivery, Empanelment of Master Trainers, Planning & Organizing Training of Trainers etc. Should have teaching & administrative capabilities in Education & Training domain for a minimum of 5 years. The job involves training centre visits also. Age < 35 yrs. Salary upto 4.0 lacs p.a. fixed.

3) Sr. Manager – Placements

Shall be responsible for providing Placement support to our training centres by meeting time bound placement targets. Building good relationship with the industry resulting in On the Job Training (OJT) and Placement tie-ups. Relevant experience of minimum 5 years in similar position is a must. Candidates with good industry connect will be given preference . Handholding & guiding placement executives of training centres in doing placement tie-ups in their area & organizing job melas would be essential. Age < 35 yrs. Salary upto 4.0 lacs p.a. fixed + 2.0 lacs variable.

4) Manager – MIS

Shall be responsible for information management w.r.t the operations of our training centres. Getting the centre data & ensuring timely update of data in the system & timely submission of required reports to Management would be the key work area. Should be proficient in working on office applications, Windows based network & ERP softwares. Relevant experience of 3-4 years in similar capacity is desirable. Age < 35 years. Salary upto 3.0 lacs p.a.

5) Manager – Hr & Admin

Implement organization's HR policy and manage all aspects of staff recruitment viz. induction and training, monthly attendance, leave management, appraisals and statutory compliances etc. Supporting other departments in smooth operations, doing vendor management & facility management. Relevant experience of 3-4 years in similar capacity is desirable. Age < 35 years. Salary upto 3.0 lacs p.a.

6) Manager – Finance & Accounts

Candidate should be M.Com/ ICWA (Inter) /CA (Inter) good academic track record & have at least 5 years of experience in similar position preferably in an educational setup. Should be able to handle accounts of a company/Society. Knowledge of GST is a must. Age < 35 yrs. Salary upto 4.0 lacs p.a.

7) Accountant

Candidate should be M.Com/ ICWA (Inter) /CA (Inter) good academic track record & with 2-3 years of experience in handling accounts of a Company, Firm, Society etc. Age < 30 yrs. Salary upto 2.4 lacs p.a.

Centre level Job roles :

1) Counsellor

They shall be an integral part of our marketing team and shall be responsible to meet the centre's mobilization/admission targets. They shall be instrumental in assisting the career aspirants to identify their skill training needs in order to make a satisfying career. A pleasing personality, good communication skill, influencing skills are some of the required attributes.

2) Business Development cum Placement Executive

Shall be responsible for achieving business & placement targets given to him. Building good relationship with local industry, arranging job events/fairs and doing On the Job training (OJT) tie-ups & placement tie-ups. Own vehicle is a must. Age < 30 yrs. Salary upto 2.0 lacs p.a. + variable 1.0 lacs.

3) Trainers

Relevant training experience in the vocational domain would be preferred. Salary upto 2.4 lacs p.a.

a) *English Language*

Should have proven track record in enabling people speak English fluently and correctly. Good communication skills & keenness to learn is a must.

b) *Logistics*

Preference shall be given to candidate who have worked in the logistics sector for at least two years, should be a good communicator and should have the ability to explain and teach to trainees. Candidate is expected to know about supply chain management viz warehousing, transportation , etc. IT skills is a must.

c) *Computerized Accounting*

Shall be responsible for imparting training on Computerized financial account using a popular software like Tally etc. Knowledge of e-filing and e-taxation is desirable. Good communication skills & keenness to learn is a must.

d) *Computer Hardware, Software, Networking- Installation and troubleshooting*

The trainer should be conversant with the troubleshooting of computer system including the peripherals. Should also know about installation and troubleshooting of various system and application softwares. Knowledge of Network installation and troubleshooting network connectivity shall be an added advantage.

e) **Retail**

Preference shall be given to candidate who have worked in the Retail sector for at least two years. Good communication skills & keenness to learn is a must.

f) **Soft Skills**

Should have proven track record as a soft skill trainer for at least 2 years. Corporate training experience would be a definite plus. Good communication skills & keenness to learn is a must

g) **Goods & Service Tax(GST)**

The candidate should have good understanding of accounting processes for the purpose of making periodic reports around Goods and Service Tax from time to time. Implementation of GST in computerized Accounting software like Tally etc is a must. Knowledge of maintaining GST records and filling GST returns is required.

For all the above positions the candidate should essentially be professionally qualified.