



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

General Manager / Assistant General Manager – PGPX

The Post Graduate Programme in Management for Executives (MBA-PGPX) is one of the finest one-year, full-time, residential programmes in the world. Carefully designed by the Indian Institute of Management Ahmedabad for bright, enthusiastic, and aspirational executives with substantial professional experience, the PGPX programme attracts top talents from diverse industries, cultures, and geographies. Each year, the PGPX programme participants are hand-picked by the faculty of IIM Ahmedabad to ensure a rich, diverse, and well-balanced in-class learning experience for all participants.

The PGPX is looking for a candidate at a General Manager (GM) / Assistant General Manager (AGM) position who will lead a team for a day-to-day administrative activities of the programme.

Job Description:

The GM/AGM shall report to the Chairperson – PGPX. Some of the responsibilities of the position include:

- Activities related to the Marketing of the Programme which includes budget preparation, arranging webinars or seminars, monitoring the activities of social media marketing, brochure designing etc. with a purpose to attract the best candidates for admission into the programme
- Supervision and overseeing the admission activities, arranging for venues/logistics for conducting the admission process in major cities, handle the admission portal, finalizing the candidates based upon the guidelines of the admission committee, fees collection from the candidates etc.
- Monitor the day-to-day activities of the programme such as arrangement of classrooms, other facilities for faculty and students, course schedule preparation, ensuring timely receipt of the course materials, exam coordination, grade sheet preparation, compilation of the feedback for the courses, activities related to convocation etc.
- Engage in the International Immersion Programme and Inbound Exchange Programme. Overall responsible to arrange the logistics for the students including facilitating the visa, schedule preparation, procurement of materials, food arrangements etc.
- Liaison with other departments of the institute Build and maintain relationships with external stakeholders such as programme alums and HR/L&D Heads of the corporates.

Qualification, Experience & Skill Requirements:

- Postgraduates, preferably an MBA or equivalent degree from a reputed institute.

- A minimum of 10 years of post qualification professional experience with demonstrable evidence of exceptional performance and fit with the current position.
- The candidate should have strong administrative and organizational skills. Should have effective communication, analytical and interpersonal skills.

Age: Max. 45 years as on the last date of application.

Salary & Allowances: Selected candidate will be offered a fixed-term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. **Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience.**

Interested candidates are advised to **APPLY ONLINE** latest by **May 19, 2021**.

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