



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires **Executive Assistant, Programmes**

This is a unique, creative opportunity for the right candidate to promote relevant and interesting programs among the management community, to gain valuable experience of the corporate and organized sectors, and of the education business in India.

Job Description:

- The Executive is responsible for education programme revenues by building a pipeline of customized programmes, both short term and long term for companies / government across industries as well as functional areas.
- Strategic responsibilities include handling enquiries from various companies and government with regards to developing long and short term programmes for them.
- Responsible for processing the incoming enquiries and closing them into programmes appropriately.
- To work closely with faculty chair(s) in terms of designing the proposals / contents of the programmes.
- Executive would also be responsible for submitting Expressions of Interests, tenders, request for proposals for the government and other programmes.
- Operational responsibilities include proposal development, prospecting, managing client relations, interface with faculty and ensuring the conversion of proposals by follow ups etc.
- Operational responsibilities also include programme execution and related administrative tasks.

Qualification, Experience & Skill Requirements:

- The candidate should be minimum post graduate in management – MBA - (full time) with minimum second class from any recognized university.
- The candidate should have minimum five years of relevant experience.
- The candidate should have
 - excellent communication skills (both written & verbal)
 - interpersonal skills
 - multi-tasking abilities
 - strong networking and relationship building skills
- The candidate should have knowledge of MS-Office and other computer-related tasks.
- The candidate should have experience in marketing of education programs or professional services to corporate clients or educational program execution
- Exposure to digital marketing and social media will be preferred.

Age: Max. 35 years as on the last date of application. Government of India instructions on reservation will be followed.

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. During the contract period or after the successful completion

of the contract, if the candidate performs very well and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation. Interested candidates are advised to **APPLY ONLINE** latest by **January 30, 2019**.

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