

Job Title: Assistant Manager/Deputy Manager/Manager – Executive Education and Consulting Department

Location: Jaipuria Institute of Management, Lucknow

Jaipuria Institute of Management is seeking qualified and dynamic individuals to join our esteemed Team. As an Executive Education Coordinator, you will play a vital role in developing, organizing, and implementing training programs to meet the diverse needs of corporate professionals, the Government Department, and PSU.

Key Responsibilities:

1- Developing Proposals and Submission:

- Create comprehensive proposals tailored to the specific needs of clients.
- Collaborate with the team to ensure proposals align with the institute's objectives and industry requirements.
- Submit proposals.

2- Preparation of Proposals:

- Coordinate with internal teams to gather relevant information and data for proposal creation and Ensure proposals align with the institute's capabilities and industry requirements.
- Prepare professional and persuasive documents for submission to potential clients.

3- Corporate Visits:

- Visit corporate offices, government offices, and public sector undertakings (PSUs) to understand their training requirements.
- Build and maintain strong relationships with key decision-makers and stakeholders in target organizations.

4- Conducting and Organizing Training Programs:

- Plan, coordinate, and execute training programs at various locations, ensuring seamless delivery and participant engagement.
- Monitor and evaluate program effectiveness, gathering feedback for continuous improvement.

5- Event Organization:

- Plan and execute events for corporate clients and other activities related to the Executive Education and Consulting Department.
- Coordinate logistics, invitations, and communication to ensure the success of events.

Qualifications and Skills:

- Bachelor's or Master's in Business Administration/Marketing or a related field.
- Proven experience in program management, proposal development, and corporate relationship building.
- Excellent communication and presentation skills.
- Excellent organizational and multitasking abilities.
- Familiarity with the corporate training landscape and executive education trends.
- Ability to work independently and collaboratively within a team.