

Broad description of Work

Jr. Business Development Executive (BDE) Is required to do sales and other business development activities. BDE is required to diligently attend to all relevant business opportunities that are present to him. BDE needs to be reliant on good knowledge of best practice and management theories.

Job Description :

1. Develop relevant knowledge, techniques and skills related to Company Products. Conduct Company sales activities of InOpen's products in accordance with the plan given. Attend and Explain the customer/prospect contact towards achieving agreed business aims, including costs and sales.
2. Maintain and develop existing and new customers through appropriate propositions and ethical sales methods, and relevant internal liaison, to optimize quality of service, business growth, and customer satisfaction
3. Use customer and prospect contact activities tools and systems, and update relevant information held in these systems.

Business Development Executive (BDE)/ Sales Executive Is required to implement sales and business development activities. BDE is required to diligently attend to all relevant business opportunities that are present to him. BDE needs to be reliant on good knowledge of best practice and management theories.

Job Description :

1. Develop relevant knowledge, techniques and skills related to Company Products. Plan and prioritize Company sales activities of InOpen's products. Attend and Explain the customer/prospect contact towards achieving agreed business aims, including costs and sales.
2. Maintain and develop existing and new customers through appropriate propositions and ethical sales methods, and relevant internal liaison, to optimize quality of service, business growth, and customer satisfaction
3. Use customer and prospect contact activities tools and systems, and update relevant information held in these systems. Attend and present at external customer meetings and internal meetings with other company functions necessary to perform duties with focus on business development.

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Education Officer(EO) is required to plan and implement educational activities. EO is required to conduct training and other educational activities. EO is also required to plan and determine needs of the school and appropriate method of delivery.

Job Description :

1. Attend training and to develop relevant knowledge, techniques and skills related to Computer Masti software under the guidance from CLO or the Master Trainer.
2. Conduct Trainings for Schools as well as conduct handholding sessions for schools and school Teachers whenever required. EO is also expected to conduct trainings in his/her local language too.
3. Communicate liaise with School Authorities. EO should be able to handle the query/problems of students and maintain student records, grades and other records.

Manager Operations is required to manage the area of business concerned with the implementation of Computer Masti and services. It involves the responsibility of ensuring that business operations are efficient in terms of using as little resource as needed, and effective in terms of meeting customer requirements. It is concerned with managing the process that converts inputs (in the forms of services of teachers, sys-admins, other labor and energy) into outputs (in the form of implementation and continued services)

Job Description :

1. Define scope of service for every account/client (new as well as previous) by listing the goals and deliverable. The goals are needed to support business goals and ought to be approved by Operations head or somebody higher in the Operations hierarchy. Estimate the resources and participants needed to achieve project goals. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. When required, negotiate with other department managers for the acquisition of required personnel from within the company.
2. Set and continually manage project expectations with team members and other stakeholders. Delegate tasks responsibilities to appropriate personnel. Identify and resolve issues and conflicts within the project team. Identify and manage project dependencies and critical path.
3. Plan and schedule project timelines and milestones using appropriate tools. Track project milestones and deliverable. Develop and deliver progress reports, proposals, requirements documentation, and presentations. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas in consultation with Operations Head or somebody in Top Management.

VP Sales is required to manage the development and performance of all sales activities in assigned market. Staffs and directs a sales team and provides leadership towards the achievement of maximum profitability and growth in line with company vision and values. Establishes plans and strategies to expand the customer base in the marketing area and contributes to the development of

training and educational programs for clients and Account Executives

Job Description:

1. Develop a detailed plan and sales strategy for the targeted market that ensures attainment of company sales goals and profitability. Prepares action plans by individuals as well as by team for effective search of sales leads and prospects. Maintains accurate records of all pricing, sales, and activity reports submitted by Account Executives. Present records to Senior Management and suggest the market behavior and expectations with Products and Services. Controls expenses to meet budget guidelines.
2. Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team. Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance. Responsible for the performance and development of the Account Executives. Assists Account Executives in preparation of proposals and presentations. Provides timely feedback to senior management regarding performance. Delegates authority and responsibility with accountability and follow-up.
3. Recruits, tests, and hires Sales Executives and junior Sales Manager based on criteria agreed upon by senior management. Conduct frequent Training sessions with the Key-Account/sales/BD Executives and provide them with regular feedback.

Front Desk Executive is required to respond to complaints, service issues and other general questions or concerns as appropriate.

1. Make calls to schools across India
2. Fix appointment with schools for visits
3. Keep an up-to date record of contacts
4. Extensive follow-up with schools.