

**Candidates are invited for the position of Business Executive (Contract up to 31<sup>st</sup> March 2025) in the Foundation for Innovation and Entrepreneurship Development (FIED).**

<b>Job title</b>	Business Executive
<b>Organization</b>	IIM Kashipur Foundation for Innovation & Entrepreneurship Development, Section 8 Company under the aegis of IIM Kashipur
<b>Nature of Post</b>	The vacancy is to be filled up purely on a contract basis for an initial period of one year up to 31.03.2025. The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of the contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. The salary range for this position is up to INR 50000. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.
<b>No. of Posts</b>	One
<b>Monthly Remuneration</b>	Up to INR 50000/- (Consolidated)
<b>Online Application Link</b>	<a href="https://fied.accubate.app/ext/survey/616/apply">https://fied.accubate.app/ext/survey/616/apply</a>
<b>Last Date to Apply</b>	5 <sup>th</sup> Oct 2024

**Qualification and Experience:** MBA/B.Tech or equivalent master's degree from a recognized university. Good verbal and written communication skills. Strong literacy in computer, MS Office, and the Internet. Having relevant experience of at least one year in new client acquisition by building strong alliances with corporate & institutes to become exclusive training partners for the EDP Program.

**Role & Responsibilities:**

- a. Responsible for converting prospects into Enrollment.
- b. Responsible for resolving queries related to the course offered.
- c. Responsible for maintaining day-to-day reports as required.
- d. Organize workshops, training sessions, and events for industries.
- e. Responsible for new client acquisition by building strong alliances with corporate & institutes to become exclusive training partner for EDP Program.
- f. Developing strategies to explore new regions to generate more business.
- g. Making power packed presentations to top level management and onboarding them for different EDP programs.
- h. Relationship management with the existing clients to cross-sell & upsell new upcoming programs.

**Selection Process:** Shortlisted candidates will be contacted by the selection committee for an online or offline interview.

**Note-** The selection committee reserves the right to select or reject candidates based on the fulfillment of the eligibility criteria, the quality of submitted materials, and alignment with the goals and requirements of the position. Decisions made by the selection committee are final and not subject to appeal.