

JD: PRO/ Business Associate

Responsibilities:

- Contacting potential Scholarminds clients to establish rapport and arrange meetings.
- Planning and overseeing new marketing & promotional initiatives for scholarminds deliverables
- Researching organizations and individuals to find new opportunities
- Increasing the value of current scholarminds community-Students, partners and associates while attracting new ones.
- Finding and developing new markets and improving reach of Scholarminds programs
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.

Eligibility:

- Bachelor's degree in business, marketing or related field.
- Experience in sales, marketing or related field.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Proficient in Word, Excel, Outlook, and PowerPoint.
- Comfortable using a computer for various tasks.

Working Hours & Remunerations:

Timings	Fixed Salary (₹)	*Incentives (₹)	**Total (₹)
Full Time 9:30am-6:30pm	15000	25000	40000
Part Time: 11:30pm-4:30pm or 1:30pm-6:30pm	10000	18000	28000
Wok from Home/freelancers	NIL	20000+	20000+

* Incentives will be applicable based on performance. Above calculations are based on past performance of an average performer. **The amount varies as per performance.