



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2022/48

Date: 28 September 2022

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager / Associate Manager – Executive Education
Job Purpose	Executive Education (EEP) is one of the key revenue centers in the institute. The primary responsibility of the candidate is to do the business development of custom programmes. The selected person will be the first point of contact for customers who are desirous of conducting a customized, learning intervention for their employees.
Job Type	Contractual – Non-Teaching
Will closely works with	Internal: Faculty, Staff External: Corporates, Industries/government agencies/PSUs/Industry bodies
No. of positions & Job Location	One Position in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• The incumbent will be working closely on business development for existing/ new client engagements.• The selected candidate must have good abilities as a sales and marketing professional in a B2B context. Must engage with the potential customers, understand their requirements, help them formulate the requirements and put together a winning proposal – both technical and commercial for the consideration of the customers.• After the conclusion of sale, must work with the internal stakeholders to identify the Faculty Programme Directors and the Administrative team to ensure the delivery of the programme to the client's requirements.• Creation of content for impactful collaterals (case-studies, brochures, videos) in different formats• Creation of MIS and Dashboards for the benefits of all stakeholders.• To develop knowledge and keep oneself updated on the assigned programmes and industry verticals.• To eventually step up and be able to generate a sales pipeline through active outreach in addition to inbound engagements.• Any other additional work assigned related to the above from time to time
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Strong Analytical, Planning and Marketing scanning and Market Sensing skills. Should be detail oriented and have the ability and very good grasp of the management concepts, frameworks, and tools for the various functional areas of management and should be able to use this knowledge to relate to the customer requirements.• Possess excellent interpersonal skills and have a solution orientation mindset. Strong people person, the incumbent would work closely with stakeholders.• Be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow up and customer service orientation with internal clients.• Ability to identify and collaborate with internal and external stakeholders and have leadership ability to work effectively with all relevant stakeholders.• Proficiency in MS Office software



	<ul style="list-style-type: none">• Communication skills - oral and written. Ability to effectively communicate across levels of managers and senior leadership in a professional and effective manner.• Negotiation skills- Ability to negotiate well with customers• Strong commitment to service and capacity to collaborate and communicate with diverse communities – faculty, non-academic staff, industry, and government stakeholders whom EEP team interact with.• Ability to prioritize work opportunities and effectively manage the same with limited supervision
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should be a Postgraduate or MBA from an Institution of repute.• The candidate must have a demonstrated experience in Sales and Marketing or Management Consulting or must have been a Learning & Development professional with a leading organization. IIMB may also consider any other relevant experience as its discretion.• Candidate's years of work experience should be:<ul style="list-style-type: none">○ A minimum of 10 to 12 years (to be considered for Associate Manager position)○ A minimum of 6 to 8 years (to be considered for Assistant Manager position)
Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 5 to Level 8 as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: <http://iimbersrv.iimb.ernet.in/prod/pfonlapp.home>.

Closing date for applications is 18 October 2022. Only shortlisted candidates will be intimated