



## Emertxe - Company Profile

Emertxe Information Technologies (<http://www.emertxe.com>), Bangalore is a top of the line EdTech organization, specializing in Embedded Systems and IoT. We got established in the year 2003 and the first institute to be affiliated with National Skill Development Corporation (NSDC) and Electronics Sector Skills Council of India (ESSCI). We offer educational programs catering to engineering graduates, corporate and universities of domestic and global level. In project consulting area we work on end-to-end development of embedded systems and IoT based solutions. Deep Technical Expertise, Hands-on approach, Latest technology offerings backed by professional leadership makes Emertxe as a unique finishing school.

We are a fast growing organization in the hyper growing education industry in India and globally. In order to leverage and grow our organization further, we are looking forward to hire various positions as mentioned below.

### Program / Project Manager (PM002)

**Job profile:** The role of the program / project manager is to take care of end-to-end delivery responsibility of Emertxe's long term training programs. This would involve both execution and stakeholder management aspects.

#### Qualification:

- Engineering preferred
- Any degree with good organizational skills is fine

#### Responsibilities:

- Plan, track and drive multiple training batches
- Ensure Emertxe's training standards are followed in delivery and ensure quality
- Closely work with instructors / mentors for short term weekly planning & execution
- Closely work with senior management for long term batch planning & execution
- Closely work with placement team for placement activities

#### Job skill requirements:

- Excellent project planning, tracking and follow-up skills
- Hands-on experience in project management tools and techniques
- Very high energy combined with discipline to drive multiple batches
- Excellent communication skills
- Excellent motivational skills and ability to act as a coach

**Experience:** 4+ years of experience

### Business Development - Sales Specialist (BD003)

**Job profile:** The roles of the sales specialist is to play the role of lead by looking into day-to-day sales activities of sales team. This would involve monitoring daily leads, individual sales team member activities and ensure overall sales quota is met on a month-on-month basis. Aggressive sales attitude is required.

**Qualification:** Any degree

**Responsibilities:**

- Take complete ownership of sales execution activities on a month-on-month basis
- Supervise sales actions done by individual sales executives and constantly monitor and motivate them for higher performance
- Driving continuous improvements in sales by regular retrospection
- Handle sales escalation calls on a need basis
- Work with senior management in defining and meeting KPIs
- Mentor and train new joiners in the team and making them productive

**Skill-set requirement:**

- Excellent customer interfacing and deal closure experience
- Exceptional oral and written communication skills. Should have convincing ability to convert potentials into revenue
- Proficiency in usage of tools (CRM, MS Office) is required
- Previous experience in leading teams is required

**Experience:** 4+ years of experience

## Student Success Manager (SS002)

**Job profile:** The role of the student success manager is to play the role of the coach by motivating students. This would involve regular interaction, information sharing and coaching them for higher performance. This role would play a critical role by acting as a bridge between technical mentors and placement team. The overall goal is to improve placement conversions by motivating students.

**Qualifications:** Any degree

**Responsibilities:**

- Regularly interact with students from various batches on as 1:1 or smaller groups. Share their performance data and constantly motivate them to work on gap areas.
- Work internally with technical mentors and placement team to address student concerns and ensure they are closed on time.
- Conduct periodic student satisfaction surveys and own execution of improvement actions.
- Handle student /parent escalations in a professional manner by bringing them to closure promptly.
- Ensure placement conversions are improved across batches by improving student activity completion in terms of attendance, assignments and projects

**Skills:**

- Excellent written and oral communication skills
- Dynamic and go-getter mentality to get things done on time
- Ability to motivate students by building engagement and trust
- Handle daily activities of student coordinators and ensure day-to-day student support activities are handled on time.
- Previous experience in handling students in Academia / Counselling / Recruitment industry would be a plus
- Proficiency in usage of various office applications (Word, Excel, PowerPoint)

**Experience:** 4+ years of experience