

PLACEMENT DRIVE NOTIFICATION

Company	Board Infinity
About the Company	<p>We intend to become a Full Stack Career platform solving various career problems (skilling, growth, transition, fulfilment, etc.) throughout our individual career journey.</p> <p>The company was founded in 2017 by Sumesh R Nair (CEO) and Abhay Gupta (COO). Currently, we are focused on solving entry-level career transition problems for students and early career professionals in Technology & Management.</p> <p>We have grown 4.5X in FY'21 and are on track to grow 5X in FY'22. Currently, we are a 200+ member team spread across Engineering, Product, Marketing, Category, Inside Sales, Customer Service, and People Management Team.</p> <p>Website: https://www.boardinfinity.com/</p>
Job Title	<ol style="list-style-type: none"> 1. Associate Program Manager 2. Learner Success Associate
Job Description	<p>Roles and Responsibilities - Associate Program Manager</p> <ul style="list-style-type: none"> • Manage the end to end customer experience and conduct various courses like Data Science, Digital Marketing, Product Management, ML & AI, Full Stack etc. • Manage the end-to-end lifecycle of various courses, products and offerings • Manage and maintain relationships with existing and new customers, being empathetic towards all learners and solving their issues. • Planning and coordinating with industry experts (including senior professionals) for smooth conduct of the overall academic operations. • Monitoring performance and various program trackers to ensure the program is running well in areas of responsibility and escalate cases as needed • Managing, identifying and implementing processes for smoother management of the learning process to ensure a consistent and trouble-free learning experience • Manage day-to-day operations for a smooth academic delivery consisting of project feedback, doubt resolution, live sessions and mentoring. • Coordinating with cross-discipline team members to make sure that all stakeholders are on track with project requirements, deadlines, and schedules • Preparing status/weekly reports by gathering, analysing and summarizing relevant information • Onboard, Track, forecast and improve the coaches and their experience • Work with the placement team to understand the companies requirements, plan and execute the training for the learners. • Strategize, draft and implement all of the communications to the customers and ensure no brand Impact • Should be able to perform various tasks and track data with Excel and Google Sheet • Work on tight deadlines and deliver a great customer and client experience • Providing overall account management as well as business consulting, as required ensuring efficient and quality delivery of content from stakeholders <p>Roles and Responsibilities - Learner Success Associate:</p> <ul style="list-style-type: none"> • Onboard learners on the platform • Coordinating between learners and coaches over calls and videos • Handling the queries of learners and solving their problems • Ensure that the learner's journey is very smooth throughout • Work with internal departments to meet learner needs • Maintaining the data over various platforms • Giving learners a trouble-free learning experience • Coordinating with cross-discipline team members to make sure that all stakeholders are on track with project requirements, deadlines, and schedules. • Note: There will be a bond of 1 year for the selected candidates in the process.
Desired Skills	<p><u>Required Skills</u></p> <ul style="list-style-type: none"> • Problem Solving and Strong communication skills • Hunger for learning and Quick thinking with rapid execution • Strong proficiency in MS Office, Google Suite • Well-rounder people skills to engage with various types of customers • Connect with our core BI values
Job Location	Vashi, Navi Mumbai

Eligible Degrees	MBA / Any UG
Eligibility Criteria	Joining January 2022
Compensation (CTC)	Rs. 4.6 LPA (Rs 20,000 per month till college completion) (MBA) Rs. 3.6 LPA (15,000 per month till college completion) (UG)
Other details	<u>What you get:</u> <ul style="list-style-type: none"> • Be Part of a high growth start-up (100X growth in next 5 years) • Solve one of the most complicated problems of our generation • A high growth career and a very steep learning curve • Tons of relationship and network • Being a part of the growing world-class organisation
Selection Process	Will inform later
Date & Time of Interview	Will inform later
Venue	Virtual/Online