



Centre Manager- GL

Posted by: dhqwh jfhe

Posting date: 23-Apr-2023 **Closing date:** 25-Sep-2023

Education: Bachelor's degree

Language:

Job location:

Salary: \$700000

Years of Experience: 4 years

Vacancy: 2

Job Type: Full Time

Job id:

Expired

Job description:

Centre Head

Employment Type: Full Time

Approximate Salary to be offered starting from : ?700,000.00 per year

Schedule: Day shift

Roles and Responsibilities:

- The incumbent would be heading the Centre with complete supervision and administration with the following responsibilities:
- Managing Daily operations: Taking care of the centre, staff and the students as per the daily schedule and maintaining constant communication with the head-quarter.
- Handling enquiries and Admissions: Taking care of students' course enquiries and understanding their concerns, resolving them proactively.

- Maintaining Records of daily operations: Recording every transaction (logistic, financial, academic, administrative) unfailingly including inventories.
- Maintaining Efficiency: Keeping tap on the usage of resources (logistics, financial, human) in an optimal and effective manner.
- Marketing: Having a proper understanding of prevailing and future market conditions and possessing the ability to clearly analyse the recent trends and assess the suggestions received in this regard.
- Vendor management: Following the SOP (Standard Operating Procedure) in dealing with the vendors.
- Work Culture builder: Building a good culture for work-related processes at the premises
- Compliance management- with various protocols such as for fire safety, COVID etc.

Qualifications & Required Skills:

- Bachelor's degree: in Human Resources, Business Administration or a similar degree/ work experience
- Experience total work: 5 years (Required)
- Master's degree: MBA or Equivalent Degree, preferably in Operations or HR
- Experience: 5+ years of experience: in managing centres, large organisations and leading teams.
- Event management and coordination
- Technical: Proficiency in M.S Office tools like Word, Excel and PowerPoint.
- Professional: Effective communication and persuasive skills both written and verbal in English and Hindi with the ability to train the staff successfully.
- Leadership: Problem solver, proactive, resourceful and team-spirited with the ability to fulfil multiple demands in a timely manner.
- Personal: Inquisitive and quick learner with the ability to learn the organisation's values and objectives and translate them into actionable plans and strategies.

ABOUT US:

Ajayvision Education Private Limited (Vision IAS), incorporated in May 2013, has established itself as **one of the leading EdTech companies of India**. Our working domain enfolds preparation for Civil Services and other competitive examinations- IIT JEE, Medical exams, SSC, elementary and secondary school education.

We, so far, have **catered to over lakhs of students at our 14 centres in the 9 cities** spread across the nation and have consistently delivered top results in the UPSC/ IAS exams over the decade.

We provide innovative services such as quality and flexible classes, digital learning content, infographics, a dynamic mentoring ecosystem, innovative assessment systems etc.

We work towards **creating cutting-edge platforms and robust solutions** for student learning. In this light, we provide unique learning experiences through our web-based platforms, computer and mobile applications enabled with Artificial intelligence and machine learning features.

We further aspire to be **innovative, creative, and futuristic** in our solutions to facilitate leadership, proactive work ethos and professional excellence.

At VisionIAS, we provide our employees with the best of working environments, services and growth opportunities, along with opportunities to diversify roles and take-on newer roles and responsibilities, and in this way enable employees to refine, sharpen and upgrade their skills.

Job Type: Full-time

Salary: From ?700,000.00 per year

Schedule:

- Day shift

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