

Designation : Marketing Executive [Trainings]

Location : Hyderabad/Warangal

BalaVikasa is a reputed professional community development organization working in the states of Telangana and Andhra Pradesh based at Warangal. BalaVikasa is known for its Sustainable Community Driven Development approaches for over three decades. It has been instrumental in developing sustainable community driven development models in over 6000 villages, having over 200 employees, both in Telangana and Andhra Pradesh. Over the last 2 decades through its People Development Training Center, BalaVikasa trained thousands of development professionals over 65 countries in 'Community Driven Development'.

Job description:

Responsibilities

- Promoting the trainings information through Bulk Email software/Cold Calls
- Manage the inbound and outbound calls in a timely manner
- Maintaining data base of NGOs, exploring new NGO emails
- Follow communication "scripts" when handling different topics
- Identify needs, clarify information, research every issue and provide solutions and/or alternatives
- Seize opportunities to upsell the trainings when they arise
- Build sustainable relationships and engage by taking the extra mile
- Keep records of all conversations in our database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/team qualitative and quantitative targets
- Attends to any other task assigned by the Program Manager/Executive Director from time to time, as per the needs of the programs and Organization.

Candidate Profile – Qualifications, Skills and Competencies Required:

The ideal candidate should possess:

- Any Graduation/Post Graduation
- Age between 23- 30
- Requires a good knowledge in MS office suite.
- Extensive Communication Skills in English
- Enthusiastic & flexible in taking up any other support roles & activities, as required

Compensation:

- Competitive, based upon the experience. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, and rapidly growing organization.

If this position excites you, please send in your CV's to sravan@balavikasa.org