

Role Exp.(in months) Country/ Location Type Job Description/ Skills/ Certification

Management

PRODUCT MANAGER 36-48 India/ Gurgaon Full Time Location: Kalkaji No. of Positions: 1 Desired Profile: Education: • Preferable post graduate in MBA Experience: • > 3-4 years Key Skills: • Experience and knowledge of creating processes and propositions • Market knowledge, strong sales process delivery experience and process orientation • Demonstrated focus on execution and implementation • Conceptual & Analytical Skills • PR skills to engage with various internal stake holders Grade: H R to decide Key performance indicators Special Projects – Projects, Initiatives for Business & Team Projects : Projects, Initiatives for business • Undertake projects to achieve laid out business goals and help improve business efficiency – as given during the course of the year • Support Business Head with regular analysis and insights on the business / portfolio. • Design & Launch New propositions in line with overall strategy. • Enhance productivity and ensure revenue delivery in the product Mix. • Client engagement survey – B2C and B2B . Employee Engagement • Reward & recognition policy, incentive Plan ideation, creation and execution

Trainer

LEARNING DELIVERY SPECIALIST 200-240 India/ Gurgaon Full Time Training Specialist

Management

PRODUCT HEAD 120-240 India/ Gurgaon Full Time Provide oversight of strategic, technical and marketing aspects of all products in the portfolio Understand & contribute to Mktg. planning in alignment with business plans Create a market definition - define and size market segments Map/determine the competition landscape Create and drive a product roadmap and develop the pricing strategy Develop and deploy an outline for Market positioning; position the product for all markets and all segments Establish the optimum distribution strategy Define the go-to-market strategy Analyze product profitability and sales success Enable customer acquisition and retention Provide event support and launch plan Extend product support to Pan-India team and oversee product evangelization Analyze potential partner relationships for the product

Sales

COUNSELOR 12-36 India/ Ahmedabad Full Time Handling the Front office operations , responsible for counseling working Executives for the program , sales & collection targets , maintaining system & daily sales reports, corporate visits and generation walk-ins

Trainer

TRAINER 48-84 India/ Gurgaon Full Time Key Responsibility Areas:
• **Training delivery for Onboarding / Ongoing training offers on Domain and Technology relevant to the role** • **Ensure course content delivery is focused, relevant to the business, and directly applicable to the learner's role**
• **Facilitation responsibilities:** o **Maintain a safe & engaging learning environment by actively managing the classroom (face-face, virtual)**
o **Confirm the learning environment is prepared with the proper materials, equipment and technology** o **Set the proper expectations and make adjustments in content flow and delivery** o **Continuously upskill self on domain & technology/required content to ensure consistent knowledge enhancement** o **Learn & use training media and aids (virtual and others) effectively** o **Deliver all programs as per the effectiveness measures/NSAT**
• **Reporting/MIS responsibilities:** o **Ensure all MIS/Reporting for assigned batches is up-to-date at all times** o **Timely reporting/escalation of issues/challenges** • **Project/Initiatives related responsibilities:** o **Active participation in discussions with Project team/stakeholders for the purpose of consulting old** identify and raise opportunities/areas for course development and maintenance • **Coaching/Mentoring responsibilities:** o **Coach/develop other resources on Domain & Technology and help drive consistency in training delivery for common modules** old identify & recommend development opportunities for the coachee • **Team responsibilities:** o **Openness to share and learn best practices from other Talent Development colleagues** o **Focus on delivering as a team while executing individual responsibilities** o **Maintain schedule adherence (leave planning, shift timing, mobility, batch schedules)** o **Openness to share/receive feedback and work on the same** o **Take & demonstrate ownership/accountability of assigned tasks** o **Support management of costs (suggest process improvements, manage available resources judiciously)** Job Location-Neemrana, NU(NIIT University)

Technical

SOFTWARE ENGINEER 24-48 India/ Gurgaon Full Time • EJB 3.0 • Spring MVC 2.5 • Hibernate • Java Script, JQuery, AJAX

Sales

COUNSELOR 12-36 India/ MUMBAI Full Time • Handling walk-in at the Centre. • Converting walk-in into registrations. • Informing the Candidate about the various courses offered • High performing Sales profile,
IC EXECUTIVE 36-48 India/ MUMBAI Full Time • Would be creating openings for placing NIIT Students. • Establish relationships with new and old clients to place students of NIIT • Would Identify Talent Suitable from the student pool available for the openings • Provide Career Counseling to the

students • Coordinating for Job Fairs/Campus @NIIT centers • Updation of students status on Placement Portal. • Coordinating with Clients for Recruitment Process & ensuring logistics at Job Fair/ Campus Recruitments • Ensuring student Placements in their territory/Respective centers • Competition Tracking wrt placement opportunities provided

ASSOCIATE SALES CONSULTANT 12-36 India/ PUNE Full Time • Understand customer requirement / be able to position the right products (Product Mix) in consultation with the BDM • Build relationship and rapport with the customer • Qualification of school based on the SPEED process • Generating and enrolling Budgeted number of schools into the NIIT@ SCHOOL programme. • Collection from the customer / school. • Getting the agreement generated by the organization and signed by the customer. • Building relationship with the customer • Reporting no. of calls per day, funnel stage, updating and maintaining Sales MIS daily. • Organizing local marketing events to create and move funnel in consultation with BDM. • Finalization of agreements with school • Revenues realization by implementing revenue funnel process

Management

BUSINESS CONSULTANT 60-84 India/ Gurgaon Full Time Key Responsibilities (These are critical make or break areas, which define the scope of work): 1. Should have experience in Software Development Life Cycle (SDLC) projects; should have worked in all phases of requirements gathering, design and development, with at least 1 year in BA/solutioning role. 2. Extensive experience with documenting a) Business Requirements Document (BRD), b) Functional Requirement Specification (FRS) and Business Process Flows. c) Use Case Specifications or Functional Specifications d) Systems Requirements Specification (SRS), e) Workflows Soft Skills 1.Excellent written and oral skills. 2.Should be able to understand the Big Picture and communicate the same to team. 3.Should be able to communicate project requirements with internal and external stake holders independently. 4.Should be able to present solutions to internal and external stake holders independently. 5.Should be able to present product demos to prospective customers.

Sales

TERRITORY MARKETING EXECUTIVE 12-36 India/ MUMBAI Full Time Market penetration - Brand Business - Business Partner Support (as per organizational parameters) - Portal wise Business - System Compliance , MIS , etc at designated centers - QMS

TERRITORY MARKETING EXECUTIVE 48-60 India/ AHMEDABAD Full Time Market penetration - Brand Business - Business Partner

Support (as per organizational parameters) - Portal wise Business - System Compliance , MIS , etc at designated centers - QMS

Management

BUSINESS ANALYST 96-144 India/ Gurgaon Full Time Key Responsibilities (These are critical make or break areas, which define the scope of work): 1. Should have experience in Software Development Life Cycle (SDLC) projects; should have worked in all phases of requirements gathering, design and development, with at least 1 year in BA/solutioning role. 2. Extensive experience with documenting a) Business Requirements Document (BRD), b) Functional Requirement Specification (FRS) and Business Process Flows. c) Use Case Specifications or Functional Specifications d) Systems Requirements Specification (SRS), e) Workflows Soft Skills 1.Excellent written and oral skills. 2.Should be able to understand the Big Picture and communicate the same to team. 3.Should be able to communicate project requirements with internal and external stake holders independently. 4.Should be able to present solutions to internal and external stake holders independently. 5.Should be able to present product demos to prospective customers.

Sales

COUNSELOR 12-36 India/ PUNE Full Time • Handling walk-in at the Centre. • Converting walk-in into registrations. • Calling out fresh leads every day and positioning SAP Education • Informing the Candidate about the various courses offered • High performing Sales profile, • Working hours, six (6) days a week

Trainer

TRAINER 12-48 India/ DELHI Full Time Trainer
TRAINER 60-96 India/ Gurgaon/ Bangalore Full Time Job Title: ITIL Trainer Relevant Experience: 5 yrs + Education : Certified in ITIL V3/2011 Foundation/Intermediate/Expert Job Description Professional Responsibilities: • Responsible for conducting, on-site and open house technical trainings in a corporate environment. • Conduct in-house trainings and support/guide fresh trainers. • Develop expertise as per agreed upgrade plan. • Responsible to deliver trainings as per customer satisfaction and ensuring quality feedback. • Open to extensive travel across India. Rewards: Opportunity to explore, specialize and research on a variety of technical areas, while executing various project-based trainings. NIIT facilitates an open platform for career growth wherein you can research in your areas of interest and excel in your career. Sponsorships for Industry certifications to further enhance your domain expertise are also provided by the company. NIIT offers pay package that are best as per industry standards and

recognition to your achievements. Professional Experience & Competency:

- About 5+ Years of exp. in imparted trainings to Cooperate Customer.
- Excellent written and verbal communication skills including good facilitation skills, excellent presentation skills and engaging presentation style.
- He /She should be a good motivator, with lot of energy and enthusiasm with a proven ability to learn quickly, multi-task and work independently as well as part of a team. Industry certifications pertaining to technical areas and/or training will be highly appreciated.
- Knowledge of standard corporate training methodologies and their implementation.

Technical Expertise:

- Minimum 2+ years of experience in delivering ITIL Corporate Trainings.
- Must have imparted training on ITIL Foundation or Intermediate modules.
- Must be certified in ITIL V3 /2011 Foundation with two Intermediate modules (achieved 9credits) or certified ITIL Expert.

Sales

INSIDE SALES REPRESENTATIVE 36-60 India/ Gurgaon Full Time
Job Title : Inside Sales Relevant Experience : 3yrs + Education :
Graduate Job Description Professional Responsibilities:

- Perform account searches on the internet.
- Assess prospect needs and document potential sales opportunities.
- Log calls and update database accurately with prospect information.
- Identify, contact and convert leads to gain market share.
- Mine existing accounts (up-sell and cross-sell).
- Meet assigned revenue and margin targets.
- Maintain daily reports and other performance related information.

Selling Exp. in IT Verticals. Rewards: Opportunity to explore, specialize and research on a variety of technical areas, while executing various project-based trainings. NIIT facilitates an open platform for career growth wherein you can research in your areas of interest and excel in your career. Sponsorships for Industry certifications to further enhance your domain expertise are also provided by the company. NIIT offers pay package that are best as per industry standards and recognition to your achievements.

Professional Experience & Competency:

- Min 3 to 5years' telesales experience.
- Eloquent and customer-oriented.
- Good spoken English.
- Good working knowledge of Microsoft Office applications.
- Process Oriented.

Trainer

TRAINER 60-96 India/ Bangalore/ Gurgaon Full Time Job Title: Sales Force Trainer Relevant Experience: 5 yrs + Education : B. Tech, B.C.A, M.C.A, M.Sc., Knowledge of Cloud Computing Products Job Description Professional Responsibilities:

- Responsible for conducting, on-site and open house technical trainings in a corporate environment on courses like Sales Force Administration & Developer for various corporates (ADM

201,301 & DEV 401,501). • Train Software Administrators/Developers on various details of Sales Force products. • Open to travel extensively across India and overseas. • Conduct in-house trainings, and support/guide fresh trainers. • Develop expertise as per agreed upgrade plan. • Responsible to deliver trainings as per customer satisfaction and ensuring quality feedback. Rewards: Opportunity to explore, specialize and research on a variety of technical areas, while executing various project-based trainings. NIIT facilitates an open platform for career growth wherein you can research in your areas of interest and excel in your career. Technical Expertise: • Sound knowledge of preferably Sales Force products else other relevant products. • Operation and maintenance experience of core Sales Force products is desirable. • Knowledge of trouble shooting will be added advantage. • Project Implementation Experience would also be an added advantage.

TRAINER 60-96 **India/ Bangalore/ Gurgaon Full Time** **Job Title : VM Ware Trainer**
Relevant Experience : 5 yrs + Education : B.C.A /B.Tech/B.SC
Job Description Professional Responsibilities: • Responsible for conducting, on-site and open house technical trainings in a corporate environment. • Conduct in-house trainings and support/guide fresh trainers. • Develop expertise as per agreed upgrade plan. • Responsible to deliver trainings as per customer satisfaction and ensuring quality feedback. • Open to extensive travel across India. **Professional Experience & Competency:** • MCITP is must. • VCP 5.0 with 80% Marks is must. • VCI preferred. • Strong interpersonal and communication skills and comfortable in global working environment. • Good at building, cultivating team work and mentoring. • Familiarity with ITIL processes would be an advantage. **Technical Expertise:** • Must have at least 2 years of hands-on experience managing large Virtual Infrastructure. with multiple VMWare ESX clusters and ESXi Clusters. • Experience with 1 year is mandatory and vsphere5 is preferred. • Thorough understanding of network configuration in complex ESXi clusters. • Experience optimizing backup solutions for VM environment. • Working knowledge of Windows and Linux in Virtual Setup. • Experience with disaster recovery and business continuity. • Ability to communicate effectively emphasizing written and oral presentation skills. • strong in Storage Technology like SAs,DAs,FC and iscsi.

Sales

CUSTOMER SERVICE MANAGER **48-94** **India/ Gurgaon Full Time**
Contact Centre

Trainer

TRAINER 60-108 **India/ Gurgaon Full Time IJP for Communication**
Trainer Roles and Responsibilities:- •Able to drive people •Expert in

language communication; customer service orientation •Experience 6- 7 years; 5 years in Training •Willing to learn, result oriented •Flexible shifts; 5 days working; Saturday and Sunday off •Role : Train new hire; Conduct re-fresher training, Become mentor and a coach to people on floor •Train them on communication; customer service •Flexible to handle dual role of a communication and process trainer

Sales

**TEAM MEMBER 24-36 India/ Delhi Full Time Direct Sales
Trainer**

**TRAINER 60-96 India/ Bangalore/ Gurgaon Full Time Job Title :
Symantec Trainer Relevant Experience : 5 yrs + Education : B.E/B.Tech,
M.Sc, Knowledge of Storage Products Job Description Professional
Responsibilities: • Responsible for conducting, on-site and open house
technical trainings in a corporate environment on technologies like VCS,
VSF, and NBU for various corporates. • Practical Exposure in delivering
training on Symantec Netbackup, Symantec Endpoint Protection, Symantec
backup Exec & other Storage devices. • Good working knowledge of
Unix/Linux OS is essential • Train Software Administrators on various details
of storage and backup products. • Conduct in-house trainings, and
support/guide fresh trainers. The technical areas allocated will be based on
area of expertise and growth path Professional Experience & Competency: •
About 4+ Years of working on Storage Products experience, which can
either, be implementation, Operation & Maintenance, Training or
combination of these. • Practical Exposure to Storage Products. • Excellent
written and verbal communication skills including good facilitation skills,
excellent presentation skills and engaging presentation style. • He /She
should be a good motivator, with lot of energy and enthusiasm with a proven
ability to learn quickly, multi-task and work independently as well as part of
a team. Industry certifications pertaining to technical areas and/or training
will be highly appreciated. Technical Expertise: • Sound knowledge of
preferably Veritas Storage and Backup products else other relevant
products. • Operation and maintenance experience of core storage products
is desirable. • Knowledge of trouble shooting will be added advantage.**

Sales

DIRECT MARKETING EXECUTIVE 24-36 India/ Delhi Full Time *
**These candidates would work as feet on street for the promotion of our
flagship program-PGDBO which comes with assured placement in leading
banks. *They would be involved in tele -calling, House visits, outdoor
promotional activities like participating in events, going to colleges etc.
Technical**

SENIOR CONTENT DEVELOPER 24-36 India/ Gurgaon Full Time
Requirement Management Understand customer requirement/profile from requirement/design document Development • Write script/story board based on defined requirements. This would necessarily be reviewed by someone else • Write all test items and supporting documents like glossary/online reference etc mapping with learning objectives stated in content draw • Interview SME and gather content for project • Integrate/construct course based on defined requirements • Visualize graphics for the course along with Communication Design team Process Management • Fix errors reported during review or by Test Center • Adherence and compliance to Project/organization processes and standard Sales

TECHNOLOGY ALLIANCE SPECIALIST 96-120 India/ Gurgaon Full Time
To Mangage and develop our relationship with Technology Partners on one side and to work with the business teams to encash the opportunities on the other side.