

PLACEMENT OPPORTUNITY

PRAYAS - PLACEMENT AND INTERNSHIP CELL
Mata Sundri College for Women
University of Delhi

ALPHA1IT SOLUTIONS AND CONSULTING PVT LTD

Scan the QR code for Registration Form

PROFILE
Operations Manager

ELIGIBILITY
Graduates of all courses

CTC
25k-30k per month

LOCATION
Sector-3, Noida

DEADLINE
24th February 2023, 6pm

In case of queries drop us a mail at: matasundripcell@gmail.com

Greetings from PRAYAS-Placement and Internship Cell

We are glad to announce that Alpha1IT Solutions and Consulting Pvt Ltd is interested in hiring students from our college.

COMPANY WEBSITE: www.alpha1it.com

PROFILE OFFERED: Operations Manager

SALARY INR 25,000 - 30,000/month

LOCATION: Sector-3, Noida (walking distance from Sector-16 metro station)

WORKING DAYS: 6 days in a week

ROLES & RESPONSIBILITIES

Operation Manager is one who is responsible to handle and manage daily day to day activities pertaining to sales, presales, accounts, digital marketing and other department issues. Operation manager will also be responsible to talk to the partners/customers to take the feedback and arrange training/demo and sales head meetings. It is the leadership role and requires lots of management.

- Collect reports to different people and review them.
- Work Towards company growth and manage different teams.
- Work as an extended arms for every department (Except Finance) and handle the issues.
- Arrange training sessions with customers/partners.
- Arrange the virtual/in-person meeting for director/sales head for channel partners/customers and accompany them.

- To send MOM after the meetings on the behalf of the director/sales head.
- To review daily activity of sales, presales, support, digital marketing and collect the report.
- Provide resolution to internal teams.
- Handle customer escalation and feedback.
- Based on the director/sales head inputs, manage the interaction with US based OEM's and follow up further.
- Ensure all the daily activities are happening as per the requirements. (For all departments except finance)
- Give marking to each department as per the activities performed.
- Ensure lead generation and calls are happening as per the requirements.
- Highlight all the issues to the director/sales head on daily calls and weekly calls.
- Prepare reports and consolidate them. Send daily, weekly and monthly reports to director/sales head.
- Manage conflicts, escalation and provide resolution.
- Present sales, Presales, Support and digital marketing data to management on a time to time basis.
- Team certifications.
- Review POC's
- Lead Management
- GeM Portal Management including listing and enquiry.
- Present the data on weekly basis
- Calling potential partners/customers to fix up appointments.
- Reviews POC's.
- Review the website and ensure the timely amendment.
- Website portal management.
- Sales Team reports and tracking on time.
- Training activities on time.
- Certifications on time by other team members.
- Escalation and feedback
- OEM interaction and resolve internal issues.
- Marketing Team Reports Tracking.
- Tracker on Partners
- Partner email Campaign Tracker.
- Learn new technologies

ELIGIBILITY: Graduates of all courses

NOTE: Apply only if you do not have backlog in any exam or semester.

LAST DATE OF REGISTRATION: 24th February 2023, 6:00pm

LINK TO REGISTER: [Click here](#)

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Regards

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