

Job Description Business Coordinator

Important Note

- Please note there are Two Salary / Stipend Structures for all Employees / Interns :
 - A. **Target Based Salary / Stipend Structure:** All benefits and perks, such as stipend or salary, will be subject to the monthly functional targets achieved by you as an employee or intern during the employment or internship period. **Delay in Monthly Functional Targets Achieved by Employee / Intern will lead to Delay in Salary / Stipend by BuziBrAIns.**
 - B. **Fixed Salary / Stipend Structure:** Candidates who clear the interview rounds with excellent grades might be exempted from the functional target salary structure. Such candidates will be considered under a **Fixed Salary structure**, with separate rules explained at the time of joining.
- Working mode (work from home, hybrid, or work from office) will be mutually decided by the candidate and the reporting head or team coordinator. The number of days the candidate needs to come to the office will be decided mutually after the candidate starts working.
- Employees / Interns joining us should sign the undertaking for “**Minimum Service Period**”. Candidates who do not want to sign a bond or undertaking for a minimum service period may opt for an OPEN JOINING type. Details will be provided after selection. **Open Joining is allowed ONLY for Certain Positions.**

Detailed Roles & Responsibilities

Position Title :- **Business Coordinator**

- Gathering market and customer information and representing their company at trade exhibitions, events, and demonstrations.
- Contacting customers for business software requirements, maintaining and developing relationships with existing customers via telephone calls and emails.
- Assist Seniors Or HR in recruitment process of the new joiners.
- Assist other team members to complete their task and achieve targets on time.
- Calling customers to arrange meetings with potential customers to prospect for new business responding to incoming email and phone enquiries.
- Acting as a contact between a company and its existing and potential markets, negotiating the terms of an agreement and closing sales.
- Information Gathering, Data Management & Documentations necessary for Day to Day Business activities at BuziBrAIns.
- Achieving business targets in terms of the number of clients as well as the contributing towards company's growth as well as his position in the company hierarchy. Active participation in of all business activities of BuziBrAIns Incubation Center.

Interview & Joining Process	Interview & Joining Process Will be As Follows: <ol style="list-style-type: none"> 1. JD & Position Re verification by our HR. 2. Round I: Written Test Based On JD PDF & Management Topics. 3. Round II: Personal Interview (Over Call / Online Meet). 4. Salary / Stipend Structure Discussion with Functional Target & Joining Types Clarification. 5. Documents Submission depending on the joining type selected by candidate. 6. Start of Work
Job Types	Full-time, Part-time, Fresher, Internship, Freelancer
Benefits & Perks	<ul style="list-style-type: none"> • Experience Certificate • Letter Of Recommendation For Interns / Freelancers • Salary Or Stipend • Performance Bonus • Timely Promotion
Preferred Candidate Location	Candidate Willing To relocate to Bangalore / Work From Client Location / Own City.
Take Home Salary Range	₹ 15,000/- To ₹ 25,000/- Per Month - (Negotiable For Right Candidate). CTC Range For Full Time : ₹ 2.00 Lacs To ₹ 4.00 Lacs Per Annum - (Negotiable For Right Candidate). Please note CTC & Take Home Salary will different. You can Search On Internet to know the difference as these are general terms.
Monthly Functional Target	Minimum 2 To 5 A.I.M.S. CRM / ERP Projects Worth Revenue Amount Related to Take Home Salary accepted & agreed by Candidate while joining. Minimum Project Cost To be paid by the client for whom applications are developed should be Rs. 7,500/-
Stipend Structure Interns	<ul style="list-style-type: none"> • Fixed pay: ₹ 3,000 - ₹ 9,000 /Month Subjected to Interview Result & Fixed Salary Structure Rules • Incentive pay: ₹ 3,000 - ₹ 9,000 /Month Subjected to Monthly Performance Evaluation (We calculate and issue the stipend even if the complete target is not achieved but the intern must achieve more than the functional target required for Certificate & LOR.)*.
Work Location	Bangalore Office / Client Location / HYBRID / College Incubation Center / Work from HOME / Online. Candidates can work from home after selection.
Internship Duration	Minimum 1 Month To 6 Months (Can be Extended Based on performance)
Employee Minimum Service Period	1 Year in General For Full Time Employees
Employee Probation Period	3 Months (Can be extended up to 6 months)
Working Hours	Flexible. Minimum 2 To 8 Hours

Project Skills & Qualifications Required	All Students Pursuing Degree / Post Degree, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, MS Office, Excellent Communication Skills, Talent Acquisition Skills, Target Oriented Approach.
<div><p style="text-align: center;">General Terms & Conditions For All Staff</p><ul style="list-style-type: none">• Packages include Take Home Salary / Stipend For Candidate not the CTC. <i>All Packages are negotiable and discussed during the Interview & Joining Process.</i>• Job profile & Responsibilities may vary time to time depending on the candidate's skills and company's requirements.• All newly joined Interns / Employee are expected to learn and use A.I.M.S. with the help of self-learning material and guidance from the reporting head or team coordinator.• Candidates should be hardworking and willing to travel to the customer place in the required scenario.• Candidates should be flexible enough to relocate to other parts of India in case if required.• The decision for the On Job Training (OJT) and other skills enhancement workshops will be taken by the Regional Reporting Head Of Company.<p style="text-align: center;">*****</p></div>	