Job Description Business Coordinator

Important Note

- All Benefits and Perks like Stipend / Salary will be subjected to Monthly Functional Target Achieved by you as an employee / intern during employment or Internship period.*
- Candidates who clear the Interview Rounds with Excellent Grades might be **EXEMPTED** from **Functional Target Salary Structure**. Such candidates will be considered **FIXED Salary Structure** which will have separate rules which will be explained to candidates while joining.

Detailed Roles & Responsibilities

Position Title : Business Coordinator

- 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.
- Telecalling 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.
- Gathering market and customer information and representing their company at trade exhibitions, events, and demonstrations.
- 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 Rounds	Round I: - Written Test Based on Business Management Topics & Job Description Files Provided By HR. Round II: - Personal Interview.
Job Types	Full-time, Part-time, Fresher, Internship, Freelancer.
Benefits & Perks	• Experience Certificate / Letter Of Recommendation For Interns / Freelancers • Salary Or Stipend • Performance Bonus • Timely Promotion
Preferred Candidate Location	Candidates who can relocate to Bangalore. Work From Home or Own City allowed after Joining & Induction. Final decision about work from home is reserved by

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	management.
Take Home Salary Range For All Positions	Rs. 15,000/- To Rs. 25,000/- (Negotiable For Right Candidate).
Monthly Functional Target	1. Certain No. Of Calls (Minimum. 50 To 200 Calls Daily)/ Projects / Assigned Tasks Worth Revenue Amount linked to take home salary / stipend / other benefits & Perks.
Stipend Range For Interns	Rs. 6,000/- To 9,000/- For Interns (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 / 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
Employee Probation Period	3 Months (Can be extended up to 6 months)
Working Hours	Flexible. Minimum 2 To 8 Hours
Project Skills & Qualifications Required	❖ **Non Technical Position** All Students Pursuing Degree / Post Degree, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, MS Office, Email Marketing, Excellent Communication Skills, Talent Acquisition Skills, Target Oriented Approach.

Important Terms & Conditions Applicable To All Staff

1. Packages include Take Home Salary For Candidate not the CTC. ***All Packages are negotiable and discussed during the interview.***
2. Job profile & Responsibilities may vary time to time depending on the candidate's skills and company's requirements.
3. Employees joining us should sign the undertaking for **"Minimum Service Period"**.
4. Candidates should be flexible enough to relocate to other parts of India in case if required.
5. Candidates should be adoptive and willing to learn A.I.M.S.(Artificial Intelligence Management System).
6. Candidates should be hardworking and willing to travel to the customer place in the required scenario.
7. The decision for the On Job Training (OJT) and other skills enhancement workshops will be taken by the Regional Reporting Head Of Company.

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