

JOB DESCRIPTION

(The details contained here-in will describe the job *content* and job *context*)

Position / Grade	: Manager – Corporate Business
Department, Vertical, Sub Vertical	: Partner Management, Corporate Business
Location	: Gurgaon
Reports To (Position)	: Head – Corporate Business
Job Summary (The primary purpose or objectives and an overall description of the position)	Client Management, Innovative Engagement, Business strategy & Project Execution
Relationships (Internal relationships are to include list of direct reportees)	Internal: None External: Corporate enrolled Clients & customers
List The Duties And Responsibilities (That are significant in achieving the objectives of the job)	<ol style="list-style-type: none"> 1. Engage closely with all Clients 2. Grow the existing portfolio by expanding the current base and by continuously adding on new wins 3. Committed to understanding the Client customer segment and demonstrate ability to deliver strong customer value as well as experience 4. Extensive collaboration with internal business units, project management & execution to ensure customer delight 5. Good understanding of data/Analytics to be able to understand your customer segment/behavior to formulate and seamlessly manage campaigns 6. Responsible for receivables management 7. Develop and deliver the business plans through carrying out research, formulate market analysis and deliver accurate business reports 8. Periodic reporting of progress on KPIs to Client and internal Business Heads
Experience Required (Minimum relevant or equivalent industry experience required - scope and duration)	Critical: Minimum 5 to 7 years of industry experience. Minimum Qualification: Graduate Masters in Sales and marketing Preferred
Skills, Abilities, And Competencies (Required to successfully perform this job)	<ol style="list-style-type: none"> 1. Good Understanding of Employee rewards / Trade loyalty or services business 2. Client engagement skills to enhance existing business 3. Sales acumen & Negotiation tactics 4. Project management & execution skills 5. Good presentation skills 6. Good understanding of MS office – power point / excel 7. Excellent Written and verbal communication 8. Assertive 9. Ability to understand complex business processes 10. Ability to analyze data