



Indian Rubber manufacturers Research Association
Plot no.254/1B, Road No.16V, Wagle Industrial Estate,
Thane West –400 604, Maharashtra, Email : info@irmra.org

Date: 29/05/2019

Advertisement for Training Coordinator

IRMRA invites application for the below contractual positions .

Location: Thane

1. POSITION : Training Coordinator (on contract basis)

Job Description:

Coordinate all technical and management related training program scheduled during the year which include but not limited to :

- Advertising, Marketing, Organization & Coordination IRMRA Training Programs
- Co-ordinate and maintain the correspondences with Govt. Offices/Pvt. Industries etc to promote the Training Programs.
- Gathering potential customers for different training programs
- Explore and organize Customized Training Programs at venues other than IRMRA
- Preparation of Proforma Invoices, certificates, quotations and insuring the deliveries to the participants/potential customers
- Following up with new/existing customers till the date of training.
- Collection and follow up the training fees and due payments
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Making updates of Sales report, costing reports, MIS and report on weekly basis
- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures
- Coordinate with faculties and lab experts for practical demonstration
- Create and update records and databases with personnel, financial and other data

Qualification

Essential : Any Graduate in any discipline

Desirable: MBA or marketing / coordinator experience

Eligibility:

- Excellent communication and people skills
- Proficient in MS Office
- Good understanding of market research techniques, data analysis and statistics methods
- Strong organizational and time-management abilities

Contract Period: 1 Year but extendable based on performance.

Remuneration: INR 12,000/- to 15,000/- per month (stipend) other benefits as applicable.

The applications should be addressed **latest by 10th July 2019** and sent to

Dr. Kasilingam Rajkumar,
Director

Indian Rubber Manufacturers Research Association Thane West,
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