



Manager Coordination & Development (Corporate Training & Consultancy)

We are hiring a Manager Coordination & Development (Corporate Training & Consultancy) to take over a mix of existing accounts and new sales territory both in the public and private sector. The manager is expected to be a strategic thinker with fantastic organizational and time management skills. You will have excellent research skills with the ability to multitask and adapt in a fast-paced environment. To excel in this role you should be an active listener, have a compelling sales personality, and a hunger to chase and close new business from cold calls and inbound/outbound warm leads. Top candidates will be innovative, strong decision-makers and outstanding facilitators of learning and change.

Job Responsibilities:

- Meeting & Contacting potential clients to establish rapport.
- Planning and overseeing new marketing initiatives.
- Researching organizations and individuals to find new opportunities.
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales.
- Select and manage resources, including working with both Local & international training vendors to develop and deliver training.
- Drive brand values and philosophy through all training and development activities.
- Identify and assess the training needs of the organization through job analysis, career paths and consultation with Clients.
- Develop individualized and group training programs that address specific business needs
- Develop training manuals that target tangible results& implement effective and purposeful training methods.
- Effectively manage the training budget.
- Evaluate organizational performance to ensure that training is meeting business needs and improving performance.
- Drive brand values and philosophy through all training and development activities.
- Create a curriculum to facilitate strategic training based on the organizations goals.
- Developing quotes and proposals for clients.



- Developing goals for the development team and business growth and ensuring they are met.
- Coordination and manage sales & administer post sales & execute delivery of services.

Experience Requirements:

- Minimum Bachelor's degree in business, marketing or related field.
- Minimum 3 years' Superb track record in developing and executing successful training & consultancy both in public and private sector.
- Familiar with traditional and modern training and consultancy processes.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Proficient in Word, Excel, Outlook, and PowerPoint.
- Comfortable using a computer for various tasks.
- Strategic and creative mindset.
- Experience in Public Sector Training & Consultancy will get preference

Salary

: 30000+ BDT and attractive compensation package

Please send your CV to hr@lcbsthaka.com

Application Deadline: 21 October, 2022