

Position Title	Manager – Research				
Band	B1				
Department/Function	Knowledge Management				
Location City	Gurgaon	State	Haryana	Region	Head Office
Number of Positions	One				
Reporting to (Designation/Role)	DGM – Knowledge Management				
Reported by (Designation/Role)	NA				
Ideal Age Bracket	30 – 40 years				
Qualification					
Experience (in years)	10+ years				
Skill	<ul style="list-style-type: none"> • Strong knowledge of Research Methodology. • Excellent knowledge of MS Office especially Advanced Excel • Sound analytical skills • High level of planning & execution capabilities. • Should be able to work with cross function teams across all levels. 				
Key Roles & Responsibilities					
1. Research studies – External <ul style="list-style-type: none"> a. Life Skill Assessment for QSP School b. Teacher's training assessment for SBS School c. Student's learning level assessment for SBS School 					
2. Research studies – Internal <ul style="list-style-type: none"> a. Student's availing tuition/coaching classes in SBS: 					
3. Internship partnership and program <ul style="list-style-type: none"> a. Relationship management and engagement with institutions/college b. On-boarding internship students and formalities c. Formulating study plan and field work/support 					
4. Donation support to NGOs/scholarships as per instructions of trustees <ul style="list-style-type: none"> a. Documentation and follow up with all donation partners b. Co-ordination and relationship management c. Fund release 					
5. Conference – Convoke <ul style="list-style-type: none"> a. Event planning, discussion, brain storming, getting the vendor, negotiation b. Before, During and After event engagement c. Brand building and co-ordination 					
6. Support to program team <ul style="list-style-type: none"> i. Program data analysis ii. Management reports iii. Award co-ordination 					

Drop your CV at hr@gleekvell.com or gleekvellconsultant@gmail.com