**Role : Manager–MDC (Bengaluru Campus)**

**Department : MDC**

**Qualification : Graduate**

**Experience : 8-10 years**

1. Role includes planning, scheduling and coordinating MDP lectures and other corporate programs.
2. You will be coordinating the lectures, exams, documentation and all matters related and contribute towards the overall smooth functioning of the dept.
3. You will ensure to collect the feedback of faculty from student and maintain the summary report.
4. You will be interacting with the faculty & keep record of their evaluation.
5. You are expected to maintain the common files and all records ensuring confidentiality of all matters.
6. Act as the primary point of contact and first-line customer service representative to clients and instructional faculty through explanation of services, troubleshooting needs, resolving issues.
7. Oversee all program logistics in support of instructors and participants (including ensuring that necessary instructional materials are available, black-board sites created, room set-ups, meal coordination, schedules, rosters, etc.).
8. Develop and maintain professional relationships with clients and consultants/faculty.
9. Maintain a database of perspective and current client contacts.
10. Wherever possible keep business development to create new contacts.
11. Travel to other sites for programs conducted offsite.
12. Institute expects delivery in time bound and proactive manner so to offer the best of the services to MDC’s corporate clients, faculty members and students.