

Senior Executive – Key Accounts

Job Details

Position: Senior Executive – Key Accounts

Job Id: 3655

School: Academy of Continuing Education

Job Type: Regular

End Date: December 19, 2025

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Roles & Responsibilities

To support outreach, relationship management, and enrollment activities with corporate partners for the university's degree and certificate programs. The role focuses on coordination, communication, and execution under guidance from the Senior Manager.

1. Corporate Engagement Support:

- Assist in identifying and engaging potential corporate clients.
- Maintain regular communication with HR, L&D, and CSR contacts.
- Support outreach activities such as webinars, sessions, and presentations.

2. Account Coordination

- Coordinate with assigned corporate accounts to ensure smooth communication.
- Track engagement and enrollment status in CRM or Excel trackers.

- Follow up with internal and external stakeholders for timely actions.

3. Marketing, Enrollment & Operations Support

- Assist in demand forecasting and cohort planning.
- Academic Content Creation for Program Brochures and Marketing Collaterals.
- Track leads and conversions for corporate-origin enrollments.
- Support program delivery coordination (faculty, logistics, communication).

4. Documentation & Reporting

- Maintain accurate records of proposals, correspondence, and feedback.
- Prepare summary reports and presentations for review meetings.
- Monitor invoicing, deliverables, and timelines for assigned accounts.

5. The role involves moderate travel to client locations and corporate offices. Expected to maintain high professionalism and responsiveness while representing the university.

Required Skills and Qualification:

- Bachelor's degree in business management, or related area. MBA would be an added advantage.
- 2–5 years of experience in corporate relations, institutional sales, or B2B coordination (preferably in the education or training sector)
- MS Office proficiency (Excel, PowerPoint, Word)
- Strong communication and presentation skills
- Understanding of higher education and corporate learning ecosystems
- Familiarity with CRM systems, lead management, and reporting tools

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