



*We create a better world by helping companies become great workplaces.*

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## ABOUT THE ORGANIZATION

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Great Place to Work<sup>®</sup> Institute is a global management research and consulting firm dedicated at enabling organisations achieve business objectives by building better workplaces. At Great Place to Work<sup>®</sup> Institute, we have spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we have created a model for building performance based on trust. It is our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 52 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It is all part of our passion to create a better world by helping organisations become great workplaces. For more information log on to [www.greatplacetowork.com](http://www.greatplacetowork.com)

**LOCATION:** Mumbai

## **JOB DESCRIPTION**

- Responsible for driving overall sales and registrations for the events along with timely collections from customers
- Maintain and regularly update database
- Evaluate pricing strategy options based on research
- Manage partners and build relationship with key stakeholders that include, but are not limited to, CXOs and Business Heads
- Carry out project Management of the entire event which includes overall planning and execution
- Actively seek opportunities to increase your vendor network
- Identify partnerships and sponsors for events
- Make presentations, categorize sponsors and draft decks

## **EDUCATION AND EXPERIENCE**

0 to 2 years of experience, preferably with a background in events – either from college events or professional career.

## **SKILLS AND ABILITIES**

- Technical Ability:
  - MS Office including Power point, Excel: should have good knowledge of basic excel formulas and ability to create basic reports from data, should be able to create presentations using graphs and smart art.
  - Basic technical expertise in designing campaigns and other creatives
- Multitasking: People who can plan time well and prioritize actions. Ensure timely and quality delivery as per deadlines. Adherence to quality parameters for all the events.
- Communication: People with outstanding communication skills. Our work requires us to talk, write, discuss, influence, and communicate effectively.
- Initiative and ownership: People who have demonstrated high initiatives. Those who do not wait to be told and but can come up with new ideas on how things can be done.

- Strong Analytical and Conceptual Ability: Should have the ability to collect, organise, analyse, and disseminate data. Our work commands strong planning and time management skills
- Interpersonal skills: Ability to build effective relationship building skills with key stakeholders is important. Additionally, a creative mindset, ability to work in a team, an eye for detail, confident and positive attitude with entrepreneurial approach

## WHAT'S IN IT FOR AN ANALYST?

- Knowledge: For any organization to be successful, the biggest investment it can make is towards creating and sustaining a great workplace. We have been studying what makes organizations great workplaces across the globe for over 25 years. An analyst gets an opportunity to learn from our research and grow into a thought leader on the subject.
- Exposure: An analyst gets an opportunity to talk to and influence senior leaders and get them started on their mission to create & sustain great workplaces.
- Personal Brand: An analyst gets an opportunity to research & write about aspects related to creating & sustaining a great workplace and build a personal brand over time.
- Project Management: The role pushes an analyst to extreme edges. They are independently responsible for managing engagement with around 200 organizations over 2 years. This involves thousands of process steps spread over hours of toil. This pushes analyst to develop time management, prioritisation, and project management skills.
- Growth Opportunities: Upon completion of the stint, some of the analyst will have the opportunity of taking up higher consulting, project management, research, or client management related roles within Great Place to Work® Institute.
- Entrepreneurial Opportunities: During the stint, analyst have the opportunity to work towards developing a pet project or business idea in alignment with Great Place to Work® Institute's purpose of helping organizations become better workplaces. Upon completion of the stint, an analyst will have the opportunity to present the same to the board and seek funding for further development and implementation.
- Compensation: Fixed salary range of INR 25,000 for fresher. Salary may vary up to INR 30,000 per month, depending on experience and competency. Apart from this you will be entitled to quarterly performance-based bonus and annual profit sharing which on average amounts to 3-4 months' fixed salary per year.

## APPLICATION PROCEDURE

To apply, please write with your CV to [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com)