

In-Store Training & School program Officer - 02

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Company: Professional Employers (Pvt.) Ltd.

Location: Lahore

Category: other-general

JOB DESCRIPTION:

School Program Officer Job Description

Contact schools administration and take appointments to conduct the BSBF school programs.

Conduct and work for the global activity of Global Art Contest according to the guidelines of the management.

Coordinate between schools and the company for proper execution of the whole activity to ensure the best and desired results.

Maintain and manage all records related to BSBF program and other associated activities as per company provided formats as soft and hard data.

Coordinate between schools and the company by keeping close coordination with the professional team for Colgate Dental Health Week/Month as per guidelines of the management.

Work and coordinate between schools and company for other related activities which demand the presence of the school program officer on when and where basis.

Achieve monthly and yearly school programs targets.

In store Job Description

Develop strategy for the in-store brand activation elements that will bring the brand to life for greatest possible impact

Manage in-store project planning completely from inception to execution of all Oral Care Category brands, nationwide

Oversee schedule of the projects, track KPIs and direct execution from vendors

Analyze customer feedback to better enhance the overall brand experience through improvised direct customer interactions

Manage and execute events and sponsorships for Oral Care brands

Partner with the marketing team on various other elements of fulfilling on overall marketing strategy and execution

Develop and manage a pool of human resource related to oral care activations

Train and execute permanent BA programs, corporate CCs and HR related to oral care, including resource hiring, grooming development, monitoring and evaluation

Develop training material for BA programs and all oral care activations, nationwide

Handle and coordinate with vendors and liaise with procurement department

Uniform Ideas, Designing and production

Develop and implement SOPs pertaining to operations, permanent BA programs, nationwide

Ensure the implementation of all SOPs and plans are synergized nationwide

Conduct weekly market visits and monthly reporting and analysis of oral care in-store activations, across Pakistan

Requirements:

Educational Qualification: Graduate

Experience: 2 To 3 Years of relevant experience

Benefits:

Commission

Gratuity

Pf

5% (Profit Sharing)

Annual Bonus

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