



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

GARTNER

Campus Recruitment - 2019 Passing Out Batch

Only for unplaced students

Company	GARTNER
Website	www.gartner.com
Batch	2019 Passing Out Batch
Joining Date	Will be informed later
Job Title	Coordinator
Eligible Degrees	Any Graduate
Eligible Branches	Any Graduate
Eligibility Criteria	60% throughout Students must have Excellent communications skills and interpersonal skills
Location	Gurgaon
Compensation (CTC)	3 LPA
Roles & Responsibilities	<p>About this role</p> <p>The Product and Services team in Gartner, India is currently seeking highly talented, service oriented individuals to join its team of coordinators in India. As a member of this team you will have the opportunity to work directly with Gartner's service delivery group with the central goal of driving productivity of the service associates, and to enable process efficiency in the way the service team delivers value to the clients.</p> <p>What you will do</p> <ul style="list-style-type: none">• Take lead in designing and submitting templated decks with desired quality• Assign activities/tasks to associates across services teams through various internal platforms with desired productivity• Updating client interactions in work flow for various services teams for performance measurement within specified TATs; ensuring the data is up-to-date at all times• Participate in transition of new non-client facing processes from various service groups• Collaboration with several service groups and associates: Participate in training new members of the team across all the processes; work closely with several groups of service associates at once

	<ul style="list-style-type: none"> • Be a process champion: Own 1-2 key processes to become a process champion; maintain/ update process maps for all the activities performed by team • Stakeholder management and reporting: Prepare weekly/monthly reports on team performance for internal and external stakeholder consumption • Innovation and process optimization: Ideate on process optimization for current processes; identify opportunities to improve productivity through automation and collaborate with business analysts to continuously seek and learn new ways to solve problems <p>What you'll need:</p> <ul style="list-style-type: none"> • Science or Business graduate with 0-3 years of experience in process management, and service delivery teams workflow management, multi-team coordination management • Excellent presentation and excel skills <p>Who you are:</p> <ul style="list-style-type: none"> • Ability to work across competing tasks and priorities with ease • Detail-oriented with high personal standard for quality • Strong coordination and communication skills • Great team players that can collaborate across teams to innovate and execute initiatives
How to Apply?	<p>Interested and eligible students need to apply on the link given below latest by 31st May 2019 by 6:00 PM</p> <p>Click here to apply</p> <p>Late entries will be automatically deleted.</p>

My Best Wishes are with you!

Prof. Dr. Ajay Rana

Advisor