

Role: Consultant

<p><u>Role Definition</u></p>	<p>The Consultant is one who is responsible for achieving client expectations from the deliverable for Ken Research by managing syndicated / custom / GTM (Go to Market Piece), aiding his / her respective team to accomplish the desired tasks within the deadline provided and prepare proposal & generate new/ repeat business for Ken Research.</p>
<p><u>Responsibility Deliverable</u></p>	<ul style="list-style-type: none"> • Managing/ Creating an independent team of members of Research Associates, Research Analyst, Research Analyst – II /Senior Research Analyst (SRA) • Prospective Pre-Sales/ Post Sales Client Meetings / Client presentations • Creating Client Proposals / Filling Tenders for government bodies • Handling the client projects from kick off meeting to final delivery of project. • Pitching the projects to the prospective clients and seeking repeat business • Imparting necessary skills / training required on need basis • Part of hiring process when scheduling interviews with new recruits.
<p><u>Tasks and Activities:</u></p>	<ul style="list-style-type: none"> • Managing/ Creating a high function independent team of Research Executives <ul style="list-style-type: none"> ○ Supporting the team in Project Planning phase through Hypothesis building, Model mapping, Finalizing Research Techniques, Clarity on Scope of Work, followed by Sanity Checking, Proofreading and Storyline Development with Strategy Recommendations in the final deliverable ○ Managing their day-to-day operations including keeping a track of their ongoing projects, status, deadlines, queries on case-to-case basis. Aiding your team member in any stage of the project execution and course correcting the team mate, if need arises. ○ Providing regular feedbacks to the team on their day-to-day work and grooming the team to improve in different stages of their work, sharing task/quarterly ranking. ○ Undertake shadow training for new joinings i.e. I do you see, we both do, you do I see to make him self-reliant in order to execute the project independently. ○ Maintaining work life balance in the team, creating positive sentiment and make the team open to suggestions and improvements. ○ Bringing best practices, which were followed, in his previous company. Discussing if the same would be relevant in Ken Research. ○ Managing feedbacks as per S.T.O.P Review meetings • Prospective Client Meetings / Client presentations <ul style="list-style-type: none"> ○ Preparing for client meeting / presentations in a methodical manner. Client presentation can be related to any report, which is prepared by his / her team member along with any strategic piece carried by the Consultant himself. ○ Having effective client meeting in order to: <ul style="list-style-type: none"> ▪ Understanding the clients requirement ▪ Positioning Ken Research as the best choice for the client ▪ Generating the business from the client • Creating Client Proposals <ul style="list-style-type: none"> ○ Create Presentations based upon client’s requirement. ○ Co-ordinate with the sales team to generate proposal, if required. • Handling end to end client projects

	<ul style="list-style-type: none"> ○ Once the kick off meeting is arranged with the client. Liaison with the client on his requirement. Scheduling interim presentations and reporting status updates, incorporating any suggestions from the client in the report. ○ Write E-mails professionally to record all discussions/ queries with the clients. ○ Assist the team mates on sanity checking, approach making to cover the data and explain then the client perspective/ objective from the deliverable ○ Be the interface between the client and the operations team and ensure all his queries have been resolved. ○ Scheduling final presentation with the client and ensuring that the client's objective is solved from the intelligence piece. ● Pitching the report to the prospective clients and seeking repeat business from existing clients <ul style="list-style-type: none"> ○ After the report is created in your team, it is the responsibility of the team members to pitch the report to the prospective clients. ○ Ensuring the team member is given time to pitch the report to the prospective clients. If required aid the team member in this process, in case he is taking up back-to-back custom research requirement. ○ Engaging in conversations with existing clients on regular basis to identify opportunity for Research and Development and identify the potential white space for them. ○ Creating Effective proposals and pitching it across to the client after ascertaining the client's budget. ● Imparting necessary skills / training required on need basis. <ul style="list-style-type: none"> ○ Sharing his / her work experience, exposure to different projects handled in previous company. ○ Finding areas where the team requires training and skill development ○ Arranging in house / third party trainings on need basis. ○ Assessing after the training if the skill and knowledge application is visible in projects ● Part of hiring process when scheduling interviews with new recruits. <ul style="list-style-type: none"> ○ Ascertaining the requirement in his / her team. Requirement may arise in case of current team member exiting the process or addition with respect to the current capacity of the team. ○ Gaining understanding on how to identify the right talent for the company. ○ Checking his analytical capability, logical bent of mind, communication skills and previous experience and determining if he / she is the right fit for the company on 3 aspects of Attitude, skill and knowledge required for the job position.
<u>Location</u>	The Job Location is Gurgaon, where 3 months Training will be provided at Gurgaon Office and then it will be WFH.
<u>CTC</u>	Up to 17 LPA
<u>Experience</u>	Min 2Yrs. Into consulting
<u>Contact</u>	<p>Interested candidates mail their updated cv's to apurva.gulati@kenresearch.com</p> <p>Name: Apurva Gulati</p> <p>Mobile: + 91 8130508959</p>