

A. Urgent Opening:

Franchisee Manager will be responsible for planning and managing the franchising business of Company. Will be responsible for developing franchising opportunities and for offering continuous support to franchisees, to ensure the overall success of the company.

B. Salary: As per Industry Std. (Experience should 3yrs to 4 yrs in Educational Industry)

C. Location: Hazra

D. Job Description:

- 1) Provides franchisees with guidance and training to ensure the quality of services. To oversees new franchisees and provide training and information of business policies and procedure.
- 2) Taking care of the requisition of Franchise centre regarding advertisement, study material and any other requirements.
- 3) Raising reimbursement bills to franchisee (advertising, salary of employee, other chargeable material etc).
- 4) Responsible for taking report on daily basis / weekly basis / monthly basis and sending it to the Top Management.
- 5) Assists each Franchise in completing their annual marketing plan and ensures that goals and objectives are achieved.
- 6) Ensure that new product introductions to franchises are smooth, seamless and Clearly understood in terms of pricing, features and marketing requirements.
- 7) Work as point of contact between the franchisee and the franchisor, and ensure that any issues/concerns are aptly and timely addressed.
- 8) Support the day-to-day management of franchise. Advice and support franchisees with all areas of their business including: store standards, stock management, customer relationship, staffing and recruitment, finances and payments, cost control, expansion.
- 9) Ensure franchisor suggested systems/ processes are deployed & practiced in the franchisee.
- 10) Develop sales and marketing tools, work out on sales promotional activities to support the franchisees.
- 11) Ensure that Company's brand is communicated and maintained in all franchisee communications and marketing activities.
- 12) Ensure that the franchisee is in compliance with legal and statutory policies and procedures
- 13) Franchise legal responsibilities - ensure franchise agreement renewals, fee/ payment collection, and keeping franchise agreements up to date with current legislation.

E. The right candidate for this role:

Should be Graduate. (Male candidates preferred for this role)

Good working knowledge in MS Word & Internet.

Individual Sales

Willing for visit inter state Or City

Should have pleasing personality.

Good written and verbal communication skills. (Fluency in English/Hindi both is a must)

Highly organized and mature with respect to human relationships and can get the job done.