Sales & Operations Executive

Supporting Sales Growth and Day-to-Day Operations of Indian and Global Training Activities

(Full-time, Junior MBA / Business Executive | Chemperi, Kannur, Kerala, India | IICT GmbH India - International IoT Communication Technologies Pvt. Ltd.)

About Us

International IoT Communication Technologies Private Limited (IICT GmbH India) is the Indian operations company of **IICT GmbH**, Germany. IICT GmbH offer a complete training system — **one connected learning ecosystem, from training hardware to guided experimentation**, combining **physical training systems, remotely accessible virtual labs, and structured hands-on courses** into one practical learning pathway across **IoT, 5G/6G, and Embedded AI**. Join our dynamic team and help shape the future of connected technologies.

More details:
www.ii-ct.com
www.iict-training.com

Role & Responsibilities

As a **Sales & Operations Executive**, you will support the **India office** by combining **sales management** with **business operations coordination**. You will work closely with the **Managing Directors**, helping drive sales activities and keeping **Indian and global sales and growth activities** running smoothly day to day. This role suits a **junior MBA graduate or business executive** who wants hands-on experience in a growing deep-tech training company. Your tasks include:

Sales Management

- Support the **sales process** for IICT's training offerings: lead tracking, follow-ups, proposals, and pipeline updates with colleges, institutions, and corporate partners.
- Maintain **CRM records, sales trackers, and regular reports** on pipeline status and KPIs for the Directors.
- Prepare **presentations, quotations, and proposal documents** in coordination with the sales and academic teams.

Business Operations Coordination

- Coordinate with the **Directors** on priorities, action items, and follow-ups; prepare **meeting notes, status updates, and management reports**.
- Act as a point of coordination between the **India office and the team in Germany**, keeping information and deadlines aligned.
- Support **business processes, documentation, and administrative workflows** of the India office.

Training Operations Support

- Support **day-to-day operations of Indian and global training activities**: scheduling, batch and participant coordination, trainer and partner communication, and logistics.
- Track **enrolments, attendance, certificates, and feedback**, and follow up on open items.
- Coordinate **invoicing, payments, and vendor or partner paperwork** with the relevant teams.

Qualifications & Requirements

- **MBA** (completed or recently completed) in Business Administration, Marketing, Operations, or a related field; **0–2 years** of experience in sales, operations, or business coordination.
- Interest in **sales and business development** in the training, EdTech, or technology space.
- Strong **organizational and coordination skills**, with the ability to manage multiple tasks and deadlines.
- Excellent **written and spoken English** and good communication skills for working with Directors, partners, and an international team.
- Proficiency in **MS Office / Google Workspace**; familiarity with **CRM tools** and basic reporting is a plus.
- Proactive, **detail-oriented**, and comfortable with a fast-moving startup environment.

What We Offer

- A full-time position at our **Kannur, Kerala office** (location near Chemperi, 670632), working with a team connected to **IICT GmbH** in Germany.
- Direct exposure to the **Directors** and to how a deep-tech company runs its sales and operations.
- Hands-on experience in **Indian and global training and sales activities** across IoT, 5G/6G, and Embedded AI.
- A collaborative, international environment with room to grow into larger sales and operations responsibility.
- **Our India Office location:** Chemperi, a beautiful hilly village region of Kannur, Kerala, with fresh air and green surroundings — we believe the future deep-tech ecosystem should not sit only in Tier 1 and Tier 2 cities, and **we invite candidates who value a local, village work atmosphere** to help us build the company further.
- **Settling in:** we help you find suitable accommodation and integrate into the local environment.

To apply, please send your CV and a short motivation letter, and salary expectations aligned with the job location to jobs@ii-ct.com

We are already looking forward to your application!