

Chelson Gordon Consultancy

Junior business Consultant/ Junior Legal Analyst

Job Profile Details

Placement Cycle

ARKA JAIN University - Placements 2024-25

Job Location

Kolkata/ Udaipur

Date of Visit

NA

Position Type

Full Time

Expected Hires

15

Sector

Consulting

CTC

INR 360000

Category

Level 2 - General

Description

We Chelson Gordon Consultancy is an Australian based Company providing business consultancy to education institutes in Australia, New Zealand and Canada. We have offices in Australia, Singapore, Thailand, Philippines , Malaysia and India.

We are pleased to share the brief profile of our company and Job description of the position "Junior business Consultant/ Junior Legal Analyst".

Company: Chelson Gordon Consultancy is an Australia-based company providing business consultancy services to educational institutions in Common wealth countries Australia, Singapore, Malaysia, and Thailand. We have offices in India, located in Udaipur and Kolkata.

Job Overview:

Are you a recent fresh graduate or postgraduate eager to start a career with a global company? An Australia-based MNC is seeking entry-level Business Consultants to ensure compliance for Australian colleges. This is a unique opportunity to leverage your knowledge while gaining experience in content development and compliance in the education sector.

Job Title: Junior Business Consultant-Education & Compliance

Company: Chelson Gordon Consultancy is an Australia-based company providing business consultancy services to educational institutions in Common wealth countries Australia, Singapore, Malaysia, and Thailand. We have offices in India, located in

Udaipur and Kolkata.

Job Overview:

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Australia-based MNC is seeking entry-level Business Consultants to ensure compliance for

Australian colleges. This is a unique opportunity to leverage your knowledge while gaining

experience in content development and compliance in the education sector.

Required Skills:

Proficient in English

Strong writing and information search skills

Proficient in MSOffice

Willing to learn about regulatory frame works

Flexible working hours to accommodate client and regulatory needs

Initiative and creativity

Desired Candidate Attributes:

Proactive, with the ability to manage work flow effectively

Ambitious, seeking career advancement

Eager to learn

Positive attitude

Job Purpose/Role:

The role involves performing tasks assigned by supervisors, including:

Identifying and addressing gaps in colleges compliance practices in line with regulatory frameworks

Overseeing educational institutions' governance and improvement processes

Developing policies, procedures, templates ,and forms

Conducting assessment validation and mapping analysis

Implementing new and existing administrative processes, document filing, and record management

Preparing reports, presentations, and briefs

Monitoring and responding to client requests

Liaising with staff and external parties as needed

Providing summaries and progress reports as required

Handling additional tasks as assigned

Office Timing : Indian Standard Time 9AM to7 PM (Monday-Friday)

Note: Tasks may vary depending on specific compliance practices and requirements.

Open for Courses

- Jain - Arka Jain University Jharkhand

BBA LLB (Hons)

1. BBA-LLB (H)

MBA (Semester)

1. Business Administration & Management
2. Finance
3. Human Resources
4. Commerce
5. Finance & Financial Management
6. Marketing
7. Marketing & Sales
8. Marketing & Finance
9. Marketing & Human Resource

Eligibility Criteria

BBA LLB (Hons)

All students are eligible

MBA (Semester)

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students
[Y] Female students
[Y] Other Genders

Backlogs

Students with backlog(s) not allowed

Hiring Workflow

Pre-placement Talk

No Venue/Time specified

Written test

No Venue/Time specified

Technical interview

Venue : Online
Time : 19 May 2025, 10:30 AM IST

HR interview

Venue : Online
Time : 20 May 2025, 05:00 PM IST

HR interview

No Venue/Time specified

Additional Info

No additional information