

Job Title: Center Manager / Training Co-ordinator

Organization: Xavric Solutions

About Xavric Solutions

Xavric Solutions is a growing learning ecosystem offering a modern library, technical training programs, and co-working space for students and working professionals.

Job Description

We are looking for a proactive and organized Center Manager / Training Co-ordinator to manage daily center operations and coordinate training activities.

Key Responsibilities

- Oversee day-to-day operations of the training center and library
- Coordinate training schedules, trainers, and batches
- Handle student inquiries, admissions, and basic counselling
- Ensure smooth functioning of classes and co-working facilities
- Maintain records, reports, and administrative tasks
- Support marketing and student engagement activities

Required Skills

- Strong communication and coordination skills
- Good organizational and multitasking abilities
- Professional attitude and leadership mindset

Experience

0–5 years (Freshers with relevant skills can also apply)

How to Apply

Email your resume to **info@xavricsolutions.in**

Subject: Application for Centre Manager/Training Co-ordinator