

Ved Consulting

Consulting | Coaching | Capability Building

Job Title: Business Executive

Location: Bhubaneswar

Work Format: From Office

Working Days: 6 Days a Week

Working Hours: 8 - 9 Hours per Day (flexible; outcome-driven environment)



About Ved Consulting

Ved Consulting is a boutique business consulting firm focused on helping organizations improve their **sales, profitability, operations, and organizational effectiveness**. We work closely with clients across sectors to design and implement strategies that drive performance, build capability, and ensure lasting impact. With deep expertise in execution and a strong bias for action, we support clients in navigating growth, transformation, and market complexity.

Role Summary

The Business Executive will work with consulting teams to support marketing, research, client relationship management, and reporting activities. The role is ideal for individuals who are digitally savvy, analytical, and eager to learn through hands-on business exposure.

1. Functional Responsibilities

- **Digital Marketing & SEO (Will be added advantage)**
 - Support content-driven campaigns across digital platforms
 - Execute basic SEO activities to improve visibility
 - Contribute to online brand building for clients and internal initiatives
- **Market & Business Research**
 - Track industry trends, competitive landscapes, and emerging opportunities
 - Use secondary research and AI tools (e.g., ChatGPT) to generate insights
- **Reporting & Analytics**

- Maintain trackers and dashboards to monitor key project metrics
- Support Excel-based analysis to uncover business patterns
- **Other Business Activities**
 - Maintain and update project files, trackers, documentation
 - Coordinate schedules, meetings, and follow-ups with internal & client teams, support expense logging, invoice tracking
 - Assist with onboarding documentation for new clients or team members

2. Technology & Tool Usage

- MS Excel, MS Word, ChatGPT, and search engines for analysis, productivity
- Understanding of keyword research and AI-based task optimization

3. Required Skills & Competencies

Skill Category	Description
Communication	Fluent in English (spoken & written); engaging and articulate
Sales Acumen	Basic understanding of lead generation and sales funnel
Analytical Thinking	Ability to work with data, derive insights
People skills	Strong interpersonal skills to build lasting client connects
Technical Proficiency	MS Office, online research, and AI tools (e.g., ChatGPT)

5. Educational Qualification & Other Requirements

- Graduate in any discipline (BBA/MBA preferred)
- Personal laptop
- Personal vehicle (will be advantageous, not compulsory though) that can be used it for your occasional outdoor meetings.

6. Compensation & Benefits

- **Compensation:** Negotiable as per your skill & experience
- **Structure:** Fixed + Variable Performance Incentives

How to Apply

For applications or referrals, please contact:

Email: info@vedconsulting.co.in

Phone: 9545506206

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