TurnB

Program Associate

Qualification:

▸ PG: MBA/PGDM with undergraduate degree in B.Com /B.Sc

▸ 0-2 year's experience in Customer facing role / having excellent English communication skills Should have 60% or equivalent

Job Location:

▸ Edapally, Kochi(Work from Office)

▸ Candidates meeting required criteria may apply to careers@turnb.com

About TurnB

TurnB Business Services Pvt. Ltd. is a fast-growing analytics-driven organization based in Kochi, serving some of the world's leading Fortune 500 companies. We specialize in delivering intelligent, data-powered solutions that transform business outcomes. At **TurnB**, we value agility, innovation, and excellence—and we're always looking for passionate individuals to join our journey.

About The Job:

We are looking for a dynamic and detail-oriented Program Associate to oversee the smooth execution of multiple ongoing initiatives and ensure alignment across teams, stakeholders, and clients. This role demands a proactive individual who can coordinate daily operations, manage internal and external requests, and maintain clarity in fast-paced project environments.

Key Responsibilities:

▸ Coordinate daily operations and end-to-end execution of projects and tasks

▸ Handle requests from internal and external stakeholders, ensuring timely resolution

▸ Drive effective communication among teams, partners, and clients.

▸ Support budgeting, tracking, reporting, and execution

▸ Maintain dashboards and reports

▸ Participate in meetings, reviews, and stakeholder discussions

▸ Ensure smooth coordination and process flow across multiple ongoing initiatives

Key Qualities:

▸ Smart Thinking & Ownership

▸ Excellent Communication Skills

▸ Quick Learner with Adaptability

▸ Detail-Oriented & Organized

▸ Strong Team Collaboration

▸ Client Handling Skills

▸ Data-Driven Mindset

Why Join Us?

▸ Be part of a collaborative team where your work makes a visible impact

▸ Gain real-world experience in execution

▸ Grow your career in a company that values learning, innovation, and results