



## Program Associate

### Qualification:

- ▶ 0-2 years of experience with excellent English communication skills
- ▶ Should have 60% or equivalent.
- ▶ Btech + MBA/PGDM.

### Job Location:

- ▶ Edapally, Kochi(Work from Office)
- ▶ Candidates meeting required criteria may apply to [careers@turnb.com](mailto: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