
Job Description: Program Head – Lexus Uni (Training, Sales & Administration)

Designation

Program Head – Lexus Uni (Training & Industry Development)

Role Purpose

To build, manage, and scale Lexus Uni as a **training, talent development, and business enablement platform**, driving adoption of Lexus-OctoNus technologies and creating a skilled workforce pipeline for clients.

Key Responsibilities

Program Promotion & Business Development

- Promote Lexus Uni programs to:
 - Existing clients
 - New industry participants
 - Drive enrollment for:
 - Client-sponsored employees
 - Independent students
 - Create program awareness thru social media
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Client Engagement

- Coordinate with customers using:
 - Carbon Diamond Planning Software
 - Cutwise
 - Position Lexus Uni as:
 - A **training partner**
 - A **talent supplier**
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Program Administration

- Manage:
 - Batch planning
 - Student onboarding
 - Scheduling & logistics
 - Social presence & relevance
 - Coordinate:
 - Training sessions
 - Exams with core technical team
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Placement & Industry Linkage

- Build relationships with:
 - Diamond manufacturers
 - HR heads of client companies
- Facilitate:

- Student placements
 - Internship opportunities
 - LinkedIn posting
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Program Innovation

- Design schemes such as:
 - Fee refund for top performers
 - Scholarships / incentives
 - Industry-sponsored batches
 - Improve program attractiveness and scalability
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Performance Tracking

- Track:
 - Enrollment numbers
 - Conversion rates
 - Placement ratios
 - Optimize program based on data
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Key KPIs

- Number of students enrolled per batch
 - Revenue generated from training programs
 - Placement percentage
 - Number of active client partnerships
 - Repeat business from clients
 - Growth of Lexus Uni brand
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Desired Profile

- 8 to 15 years experience in:
 - Diamond industry / training / business development
 - Strong network within diamond manufacturing ecosystem
 - Good communication and coordination skills
 - Ability to handle both:
 - Sales mindset
 - Operational discipline
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Compensation Structure

- **Fixed Salary**
- **Variable Pay based on:**
 - Student enrollment numbers
 - Revenue generation
 - Placement success
- **Strategic Bonus:**
 - Linked to large client tie-ups
 - Expansion of Lexus Uni footprint