

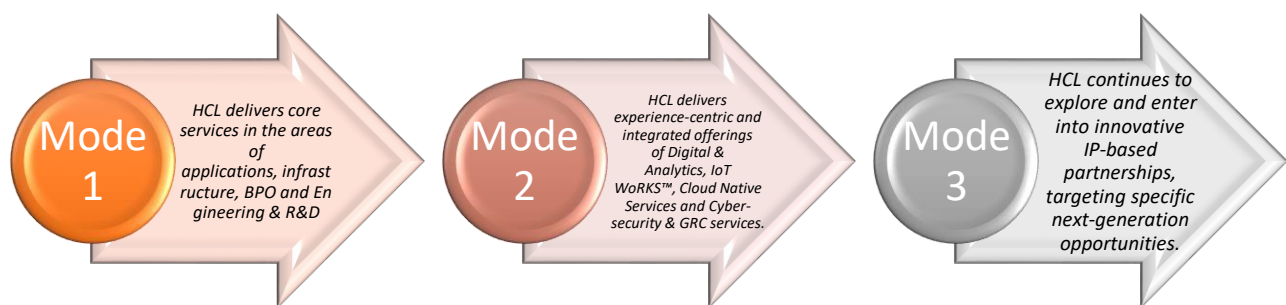
About the company

Founded in 1976 as one of India's original IT garage start-ups, HCL Technologies is a next-generation global technology company that helps enterprises reimagine their businesses for the digital age. Our technology products, services and engineering are built on four decades of innovation, with a world-renowned management philosophy, a strong culture of invention and risk-taking, and a relentless focus on customer relationships. With a worldwide network of R&D, innovation labs and delivery centers, and 176,000+ 'Ideapreneurs' working in 52 countries, HCL serves leading enterprises across key industries, including 250 of the Fortune 500 and 650 of the Global 2000. HCL generated consolidated revenues of USD 11 billion in 2021.

We offer an integrated portfolio of products, solutions, services, and IP through our Mode 1-2-3 strategy built around Digital, IoT, Cloud, Automation, Cybersecurity, Analytics, Infrastructure Management and Engineering Services, amongst others, to help enterprises reimagine their businesses for the digital age.

The company's DNA of grassroots innovation, its ingrained culture of co-innovation, and its tradition of going far beyond what is expected, to create customer value, clearly differentiates it and gives it a distinct advantage in creating value for businesses in the digital and connected world.

WHAT MAKES HCL THE PARTNER OF CHOICE FOR ENTERPRISES IN THE DIGITAL AGE?



Corporate Social Responsibility: HCL builds sustainability principles and actions into the strategy, culture and day-to-day operations of our company. We aim to improve the lives of people around the planet, engaging our employees, clients, stakeholders, and the communities we live in, to a higher purpose. We focus on areas where we can make the most difference: health, education, technology, jobs, and people who are denied the benefits and access afforded by science, technology and innovation. Guided by the United Nations Sustainable Development Goals, we view sustainability in three ways – economic, social and environmental, known informally as Profit, People and the Planet.

Website Link: <http://www.hcltech.com/>

Program	<i>Graduate Trainee Program</i>
Job title	<i>Graduate Trainee</i>
Job Location	<i>Chennai and Noida</i>

Scope of the program

Lifesciences and Healthcare PSG (Practices and Solution Group) accepts 5 GTs across India as part of their cadre development program. GTs complete an **experiential learning program** that enables a candidate to grasp the nuances of HCLs Lifesciences and Healthcare offerings and how it helps our customers solve the critical issues and challenges that the LSH industry in the US is reeling with today.

GTs will get to flex their creative muscles and learn new skills through cross-functional collaboration, mentorship, training, and firsthand experience. They're encouraged to push the boundaries to take HCL's best in breed offerings to our clients in never-been-done-before ways. They will be provided an opportunity to work with the leadership within the vertical to create value to HCL-LSH organization.

Job purpose

The Practices and Solutions Group(PSG) of the LSH vertical and is the business development, practice development, thought leadership and sales enablement arm of HCL Technologies. As a member of the team you will act as the interface between the field sales and several internal teams within HCL.

A career with PSG, is the ideal stepping stone for a presales career within HCL. There will also be openings available with the vertical marketing and delivery PMO teams if one aspires and builds relevant competencies over a period of time.

HCLs Life Sciences and Healthcare (Pharma, Biotech, Medical Devices, Payor, Provider, Health IT) PSG group , focuses on providing IT services and Solutions to the US LSH market.

Job Description

Graduate Trainees – Content to Market, Knowledge Management & Program Management office

Key responsibilities- Content to Market

We are looking for a smart, enthusiastic, hard-working and creative candidates to join our team. This role involves managing end to end release of documents while coordinating with internal stakeholders, and various teams to ensure feedback is incorporated, and ensuring the smooth and timely publication of content. This position requires the candidate to have exceptional editorial and storytelling skills.

- Work closely with Content to Market team and LSH PSG for various marketing initiatives
- Ensure execution of the Marketing plan as per schedule
- Manage the communication process for various deliverables and communication channels. This would include writing, designing, research for articles/stories, editing, review and approval.
- Manage internal/external marketing campaigns from inception to execution

- Collaborate with designers to develop impactful visuals
- Work on multiple projects simultaneously in a dynamic environment
- Clearly monitor the performance metrics of all marketing initiatives to understand effectiveness of the same

Key responsibilities- Knowledge Management

- Manage and coordinate all of the day-to-day knowledge management process activities
- Define knowledge category structures, where articles/ artefacts created by the PSG team will reside. Help in the strategic evolving of the Knowledge Management Program (KMP) and alignment with Enterprise Knowledge Management function
- Define knowledge categories; Review submitted knowledge articles to ensure the content is valid and that the quality standards are respected. Obtain the appropriate subject matter expert (SME) validation when needed or for review. Identify need for new content in collaboration with the Knowledge Users. Approve knowledge articles for publication. Encourage people to contribute knowledge articles.
- Supports the daily administration of Knowledge Management Program(KMP), including review and approval of articles from the different sources prior to publishing.
- Maintain win/loss reviews; lessons learned; Benchmarks; Case studies; Project customer references.
- Ensure adherence of KM amongst the team

Key responsibilities- PMO and Market Research Associate

- Manage New joiner induction and onboarding activities
- Single point of contact for all Program Management activities for the team
- Budget Management for PSG team
- Excellent analytical skills and interest in managing the financial status of the PSG function in terms of pipeline, achieved vs projected revenue, win/loss analysis
- Curate MIS reports to Senior Management
- Proficiency in MS Office tools like MS Excel, PowerPoint, MS Teams
- Should be self-organized to manage the tasks assigned, report accurate status
- Assist in Secondary Market Research

Key Competencies:

- Exceptional writing skills with a knack for story telling
- Extremely Flexible and willing to learn.
- Excellent written and verbal communication
- Creative, innovative and the ability to think beyond the traditional framework
- Resilient and adaptable to change, as the nature of our work and assignments evolve to meet business needs
- Able to balance multiple priorities and work well independently and with teams, both in-person and virtually
- Strong organization and project management skills.

- Strong attention to detail and a genuine commitment to maintaining the highest standards across all content and channels
- Ability to effectively collaborate with coworkers and subject matter experts to achieve stronger outcomes
- Flexibility on timings is expected.