

## JOB DESCRIPTION

<b>jDesignation:</b>	Assistant Manager	<b>Level:</b>	Managerial
<b>Department:</b>	International Events	<b>Location:</b>	Jaipur
<b>Reporting:</b>		<b>Direct Reportees:</b>	

<b>Required Profile:</b>	
Educational Qualification	MBA in International Marketing/Marketing
Experience	6+ years
Industry to be hired from	Exhibition, Media.
Salary Budget	

**Key Accountabilities**

- Planning and implementing revenue generation avenues of international exhibition/trade shows/buyer seller meets/conferences.
- Determining pricing strategies for international exhibition/trade shows/buyer seller meets/conferences.
- Marketing and Sales for all International shows and achieving the overall Sales target for all International shows.
- Developing new themes and expanding the current ones of international exhibition/trade shows/conferences/ buyer seller meets
- Identifying and meeting with potential international strategic alliance partners.
- Identifying and meeting with potential members for our various projects.
- Liase and coordinate with various consulates/embassies/high commission/trade offices etc. internationally for industry promotion.
- Presenting sponsorship proposals and organizing sponsorship for international events.
- Preparing country specific reports for continuing effective trade relationships for events.
- Prepare budgets and control costs of the exhibition/trade shows/buyer seller meets/conferences.
- Organize India pavilions/group of exhibitors for international shows.

<b>Required Functional Knowledge:</b>	<b>Required Competencies:</b>
<ul style="list-style-type: none"> <li>• MBA in International Marketing/ Marketing.</li> <li>• Effective communication skills</li> <li>• Ability to plan and formulate strategies</li> <li>• Ability to prepare various project reports and presentation related to Gem and Jewellery industry (trade).</li> <li>• Ensure deadlines and met and optimal work distribution among team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Awareness of markets and financial implications.</li> <li>• Quick decision-making abilities</li> <li>• Excellent verbal and written communication skills</li> </ul>