

## JOB DESCRIPTION

<b>Designation:</b>	Manager	<b>Level:</b>	Middle Management
<b>Department:</b>	PMBD	<b>Location:</b>	Mumbai
<b>Reporting:</b>	Director - PMBD	<b>Direct Reportees:</b>	
<b>Required Profile:</b>			
Educational Qualification	Post-Graduation or MBA in Marketing		
Experience	5 to 8 years		
Preferred Industry	Media, Advertising, Events & Conferences Industry		
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Analysis Skills.</li> <li>• Strategic Planning Abilities.</li> <li>• Strong Communication Skills oral &amp; written</li> <li>• Collaboration and Motivation Skills.</li> <li>• Delegation Skills.</li> <li>• Ability to Remain Calm Under Pressure.</li> <li>• Good People Skills.</li> </ul>		
Required Competencies	<ul style="list-style-type: none"> <li>• Client Relationships</li> <li>• Good communication Oral &amp; Written</li> <li>• Negotiation</li> <li>• Consumer-oriented</li> <li>• Business Acumen</li> <li>• Market Knowledge</li> <li>• Developing Budgets</li> </ul>		
<ul style="list-style-type: none"> <li>• Key Accountabilities</li> </ul>	<ul style="list-style-type: none"> <li>• · Research and develop a list of potential sponsors for each conference/event/property/exhibition.</li> <li>• · Develop and maintain relationships with existing and potential sponsorship clients and exhibitors.</li> <li>• · Keep precise records of conversations with all clients, sponsors and exhibitors etc</li> <li>• · Update the company Maximizer database as required.</li> <li>• · Invoice sponsors and exhibitors once agreements have been reached.</li> <li>• · Assist in preparing promotional material to advertise sales opportunities.</li> <li>• · Maintain knowledge of conference timelines and sponsorship deadlines.</li> <li>• Servicing of Sponsors, ensure 100% delivery of deliverable to the Sponsor as per commitment in MOU/agreement</li> </ul>		

	<ul style="list-style-type: none"><li>• Prepare in coordination with Legal – Agreements, MOUs and coordinate with sponsor for accomplishing documentation</li><li>• Prepare reports for large format sponsors/ Annual sponsors at the end of event</li><li>• Maintain weekly, Monthly update on sponsor sales</li><li>• Meet with trade and professional organizations and other groups to organize, promote and discuss conference / trade show services.</li></ul>
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