

## JOB DESCRIPTION

<b>Designation:</b>	Senior Executive – National Events	<b>Level:</b>	Junior
<b>Department:</b>	National Events	<b>Location:</b>	Mumbai Head Office
<b>Reporting:</b>	Director – National Events	<b>Direct Reportees:</b>	Nil

<b>Required Profile:</b>	
Educational Qualification	Graduate or Post Graduate in Marketing and Advertisement /Communication
Experience	5 to 6 years
Preferred Industry	Hospitality Industry ,or from Event , Exhibaiton or Conference Industry,Publication, Real Estate, Advertisement Agency.
Salary Budget	Best in Industry

### Key Accountabilities

- Co-ordinating with Agencies for Marketing communication like preparing brochers, whatsapp creative , advertisement
- Agency co-rodnaiton for marketing co-lateral .
- Agency co-ordiantion for Marketing Survey.
- Should have knowledge of Digital Marketing & Social Media

<b>Skills and Knowledge</b>	<b>Required Competencies:</b>
<ul style="list-style-type: none"> <li>• Creative</li> <li>• Interpersonal &amp; Collaboration Skills.</li> <li>• Project Management Skills.</li> <li>• Critical Thinking &amp; Analytical Skills.</li> <li>• Verbal &amp; Written Communication Skills.</li> <li>• Great Diplomacy &amp; People Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate market trends.</li> <li>• Identify target audiences.</li> </ul>