

Post	Project Officer – Marketing
No. of Posts	02
Location	Bengaluru
Age	50 years
Educational Qualification	Two years full time MBA / Post-Graduation in Business Management / Business Administration / Marketing / IT or equivalent relevant professional qualification
Post Qualification relevant Experience	Min. 3 years
Skill Sets	<ul style="list-style-type: none"> • Excellent and fluent communication skills in English – verbal and written. • Proactive and dependable • Basic data analysis, reporting and documentation skills. • Social media handling, ability to create contents for promotion and outreach. • Microsoft Office Skills (Powerpoint, Excel, Word) • Excellent Coordination and independent handling of tasks skills • Good time management skills, an awareness of deadlines and the ability to prioritise where necessary. • Presentable and willing to travel, for marketing, outreach and awareness Programs. • Ability to adapt in agile environment and multitask across different project Requirements, act promptly • Excellent Planning, Coordination and independently handling of tasks, multi-tasking and taking initiative • Knowledge of various graphical tools like photoshop, Illustrator along with data handling and documentation tools like MS Office (PowerPoint, Excel, Word) Advance Excel, including advanced formulas, pivot tables, data validation, macros and Google sheets.
Job Profile	<ul style="list-style-type: none"> • To manage the overall marketing of various projects in organization and managing industry collaborations to help in boosting organization growth. Provide Proactive ideas and solutions for marketing of various trainings. • Assist in organizing various promotional events and outreach activities. • Manage social media handles and assisting with content, coordinating with design team. Create and maintain marketing documents, marketing calendars, reports. • Monitor and identify potential event and brand partnership opportunities that align with your organization’s objectives. Assist in negotiating and closing deals by providing support throughout the process. • Collaborate with cross-functional teams, including technology teams, to define, drive, and implement enhancements to the consumer experience. • Collect customer feedback, analyse it, and use insights to drive improvements in the overall consumer experience. • Assist in industry collaborations across different sectors that could enhance student opportunities. • Analyze various organization and R&D firm portals, job boards, social

	<p>media market, to understand industry requirements and how organization can cater the requirements.</p> <ul style="list-style-type: none">• Should visit Industry and build up industry interface for various training programmes, CEO series, corporate projects, industry visits, etc. To build associations with HR and technical heads of companies to find career prospects for students.• To organize and conduct professional networking events for all partners students, alumni, recruiters, and faculty.
Salary	Initial Min. Rs. 5.11 Lakhs Per Annum based on the post qualification relevant experience as per C-DAC norms