



JOB DESCRIPTION

Job Title/Role:	BD Marketing Executive		
Department:	Business Development	Shift Timings:	Flexible - 24x7
Reporting To:	Manager or AVP BD	No. of position:	01 (One)
Work Location:	Bhayander, Mumbai	Level / Grade:	5

Type of position:	Management skills:	Total Experience: >3 years
Full Time	<ul style="list-style-type: none"> Ability to follow instructions Establish Marketing plan Proactive and Adaptable Provide solutions Collaborate 	Relevant Experience: >2 year
		Age: 22 - 35 years
Suggest search keywords: BD Exec, Marketing Executive, Marketing Officer, Business Development Executive, Marketing Officer, Digital Marketing Specialist, Social Media Marketing Executive		

Education requirement:	Other skills:
<ul style="list-style-type: none"> Graduate Preferable Degree, Diploma, Certification in Sales and Marketing 	<ul style="list-style-type: none"> Good Communication Skills Should have strong research and content development skills

Roles and responsibilities:
<ul style="list-style-type: none"> Draft Responses to RFX documents Develop marketing collateral for Epicenter website, templates for reporting, dashboards, presentations, case studies, whitepapers and other material required for BD activities and board level reports Prepare decks for appropriate stakeholders Review and update website content periodically Social Media Management Event calendar and conference planning and management Develop marketing outreach and plan Develop and adhere to organizations ISO and ISMS requirements

Technical skills:
<ul style="list-style-type: none"> Excellent written and spoken English Good knowledge of MS Office High level of expertise with MS Power point and advanced ability to build presentations, case studies and whitepapers and developing content Relationship Management Experience in content management across different platforms - written, digital, social media , webpages etc Experience in brand development through visuals creations Experience in advertising Experience in digital marketing Create awareness, position services, design customer engagement and decision making experience