|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Description** | | | | |
| **Position** | Assitant.Manager –Sales Promotion | Incumbent | | 1 |
| **Department** | Agency Distribution | **Function** | | Distribution |
| **Reporting to** | Sr.Manager-Sales Promotion | **Band** | | 5 |
| **Location** | Home office-Gurgaon | **Team size (D/I)** | |  |
| **JOB SUMMARY**  The job holder will be primarily responsible for conceptualizing, planning, and organizing distribution events in the Agency channel. | | | | |
| KEY RESPONSIBILITIES  * Event Travel logistics and hospitality management * Managing day to day coordination with stakeholders * Managing day to day event related documentation and communication. * Adherence to set process and requisite approval matrix * Vendor management * Ensuring that the events are executed within the stipulated time within the given budgets. | | | **Measures of Success**  -Adherence to & delivery of distribution events  -Creativity and innovation  -Adherence to Budgets and forecast  -Delegate satisfaction, ESAT, Q12 scores for department  **Key Relationships (Internal /External)**  **-**Distribution Leaders  -Fulfillment Teams  -Travel and Event partners  -Legal and Compliance  **Key competencies/skills required**  -Excellent communication skills (oral & written)  -Innovation, Customer centricity and Service mindset, Strong Intersection Management & relationship building capability  -Proactive, Result oriented, high energy, ability to multi-task and diligence, eye for details, Problem solving capabilities  -Self starter, independent worker | |
| **Desired qualification and experience**  -Graduate/Postgraduate Degree, MBA preferred  -Total experience of 2-3 years in Event management, insurance;Travel, tourism, hospitality/service industry or in a similar role with a corporate | | | | |
| **Org Chart**  **Head –Sales Promotion Chief Manager-Sales promotion Sr.Manager-Sales Promotion Asst.Manager-Sales Promotion** | | | | |