

Position Guidelines			
Job Title	AM/Manager – Marketing	Department	Marketing
Reporting Manager	Manager – Marketing	Location	Pune
Position Summary			
<ul style="list-style-type: none"> Manage operational and administrative functions to ensure specific projects are delivered efficiently. Provide leadership, motivation, direction and support to your team. Take responsibility of all project budgets from start to finish. 			
Position Details			
<p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> Plan & execute décor and events; promotional activities, that will lead to increase in footfall & conversion for the retailers. Define, design and implement a creative visual merchandising strategy. Create offline content for Social Media. Deliver events efficiently keeping in mind the budget constraints. Set, communicate and maintain timelines and priorities on every project. Prepare & execute the Annual Marketing Calendar. Manage the supplier/vendor relationships. Ensure delightful customer experience and quality delivery. Coordinate details of events such as Mall events, conferences, charity events, trade shows, exhibitions, socialites' events, sales meetings, business meetings and other virtual events. 			
<p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> Fluency in English. Independent, self-motivated & multi-tasker. Photography. Proficiency in MS Office. Sound knowledge of Budgets. Reliable at hitting deadlines. Familiar with software like Photoshop, Corel Draw or Dreamweaver. Knowledge of marketing automation tool/s. 			
Experience			
Qualification	MBA – Marketing with specialization in events	Overall Experience	3-8 years
Type of industry	Mall Marketing/Event Management/Retail/Media	Essential Experience	-