

## Detailed Job Description

**Job title:** Contact Discovery Executive  
**Hours:** 8:00 am to 5:00 pm  
**Location:** Kochi, Kerala – India.

---

### Introduction

UniqLeads Research has solid experience in providing targeted B2B decision makers in the conference industry, having business in Australia, New Zealand, United Kingdom and Singapore. We support leading conference companies who runs strategic conferences, professional workshop, in-house training and business-to-business conferences in Finance, Human Resources, Information Technology, Law, Management Strategy and Energy & Resources. Interested candidates may send their profiles/resumes to [georgy.kurian@aventedge.com](mailto:georgy.kurian@aventedge.com) or [georgy.kurian@uniqleads.com](mailto:georgy.kurian@uniqleads.com).

---

### Purpose of the position

We at UniqLeads, use out of the box techniques to carefully extract qualified contacts from the web for targeted marketing approach. Contact Discovery Executive is responsible in researching and generating key contacts for event-specific marketing and sales campaigns. The role involves obtaining and expanding contact details for each event and verifying contact information. This includes utilising variety of sources and techniques, multitasking across number of projects at any one time while managing resources efficiently to complete each assigned projects.

Having access to the CRM systems, the position will also have full responsibility for data capture, segmentation, standardisation and cleansing. He/she will also work closely with the Marketing Heads at client side in Australia, New Zealand, United Kingdom and Singapore to ensure the target list is researched and executed according to the Marketing plan within the given time frame.

---

### Responsibilities & duties

- Researching prospect client details over the web and confirm full contact details.
  - Qualifying the contacts/prospects are relevant to the event/conference.
  - Verify that all the data collected is correctly entered and in the correct field.
  - Be familiar and understand about the topics of the events, targeted industry and job titles.
  - Ability to meet set targets on a daily and weekly basis.
- 

### Personal qualities & behavioural traits

- Knowledge and experience with B2B Database & Direct Marketing CRM practices
- Highly capable project management skills – ability to manage multiple work streams
- Demonstrate excellent verbal and written communications skills, and the ability to work with internal and external stakeholders across countries.
- The ideal candidate will have a very good knowledge of Microsoft Excel and Google search.
- Minimum 2 to 3 years of experience in similar profile.