## **Entry Level Marketing Trainee Job Description**

We are looking for an organized Entry Level marketing trainee to be responsible for communicating between the clients to make them aware of our software products needed for their organization. The responsibilities of Entry Level Marketing trainee include managing the client communication, following up the clients and finding the different prospects in the market for our software products.

To be successful as an Entry Level Marketing Trainee, you should be able to work long hours, and have a keen eye for detail. Ultimately, a high-performing Entry Level Marketing Trainee should be computer literate and have knowledge of key marketing competencies.

### **Entry Level Marketing Trainee Responsibilities:**

* Maintaining records clients.
* Following up the clients.
* Making video tutorial of the software.
* Creating power point presentation about the software.
* Filter out the potential clients from the different sources from the online. Eg. Yellow pages etc.
* Providing online assistance to the clients about the product and making them aware about it.

### **Entry Level Accountant Requirements:**

* High school qualification.
* Good organizational abilities.
* Should have fluent communication skill.
* Should be hard working and dedicated.
* Proficiency in MS Office and competency in computer software.
* Knowledge about digital marketing.

Company Name : Mantra I.T. Solution Pvt. Ltd.

Company Address : Thapagaun, New baneswor(opposite of baneswor banquet).

Phone : 9841756176 , 9841546900

Office Time : 11 am to 6 pm

Working days : Sunday - Friday

Company will provide transportation cost, tiffin cost and good percentage on every Client acquired by the marketing trainee for the company.