



Indian Rubber manufacturers Research Association

Plot no.254/1B, Road No.16V, Wagle Industrial Estate,
Thane West -400 604, Maharashtra, Email : info@irmra.org

Date: 31/01/2018

Advertisement for Office Administration and Marketing

IRMRA invites application for the below contractual positions.

Location: Delhi

1. **POSITION :** Admin Executive (on contract basis)

Job Description:

- Coordinate office activities and operations to secure efficiency
- Manage agendas/travel arrangements/appointments etc. for the upper management whenever required
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Co-ordinate and maintain the correspondences with Govt. Offices/Pvt. Industries/DIPP etc.

Eligibility:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office

Qualification

- Any graduate /Experienced person

Contract Period: 1 Year

2. **POSITION:** Marketing Officer (on contract basis)

Job Description:

- Conceive and develop efficient and intuitive marketing strategies to capture the requirements of customers
- Cold Calling and Lead Generation through online sources
- Researching about organizations to identify new leads.
- Research to identify the potential business market & Industry
- Develop contacts(cold calling,where necessary)and manage a pipeline of client activity
- Organize and conduct client meetings and presentations
- Prepare and execute a sales plan to meet or exceed the revenue targets
- Prepare the customer quote and convert to sales.
- Co-ordination with customers and arrange for sample pick up and forwarding for testing to Head Office at Thane
- Maintaining Project status other expense with Reports etc.
- Making updates of Sales report, costing reports, MIS and report on weekly basis
- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures
- Initiate and control surveys to assess customer requirements and dedication
- Collaborate with Head Office in preparing budgets and monitoring expenses
- Plan and visit the customers to maintain the business relation and marketing

Eligibility:

- Proven experience as marketing executive or similar role
- Good understanding of market research techniques, data analysis and statistics methods
- Proficient in MS Office
- Excellent communication and people skills
- Strong organizational and time-management abilities

Qualification

- Graduate in any discipline with marketing experience. MBA will be preferable.

Contact Period: 1Year

The applications should be addressed and sent to

Dr. Kasilingam Rajkumar, Director,

Indian Rubber Manufacturers Research Association Thane West,

Plot no.254/1B, Road No.16V, Wagle Industrial Estate,

Thane West – PIN 400 604, Maharashtra, Email : info@irmra.org