



Executive - Sales & Marketing	
Position	Executive - Sales & Marketing
Purpose	Development of Marketing Campaigns to Promote a Product
Location	Maxxis Gurugram Office
Background Information	
Education	Any Graduate
License	NA
Work Experience	1 to 2 Years
Language Ability	English, Hindi
Job Description	
<ol style="list-style-type: none">1. Planning, Developing and Implementing Effective Marketing Communication Campaigns2. Writing copy for all Marketing Collateral, including Brochures, Letters, Emails and Websites3. Monitoring ongoing Campaign spend against the Budget, keeping Accurate Records4. Producing an Accurate Summary of total spend at the end of a Marketing Campaign5. Developing Marketing Agendas6. Planning and Executing New Marketing Initiatives	
Skills	
<ol style="list-style-type: none">1. Strong Project Management Skills2. Accepting Feedback in a Professional and Constructive Manner	
Ability	
<ol style="list-style-type: none">1. Attention to Detail2. Good Communicator3. Flexibility	