



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

ACE Engineering Academy **Campus Recruitment - 2019 Batch**

Batch	2019
Website	www.aceenggacademy.com
Joining Date	28 th Feb 2018
Reporting Time	9 AM
Venue	E2 Auditorium, Amity University, NOIDA
Location	PAN INDIA
Job Title	Asst. Manager - Academic Relations
Eligible Degrees	B.Tech (All Branches)
Roles & Responsibilities	<ul style="list-style-type: none">• Supports the marketing manager in carrying out various strategies and tasks. Compiles, analyses, and reports marketing data. Helps maintain client relationships.• Conducts marketing campaigns and trade shows/ exhibitions to promote brand awareness.• Works under the direction/guidance of his/her reporting authority to help reach the organisation/company's marketing goals and objectives.• Research market trends, demographics, pricing strategies, and provides all the relevant information that helps managers to develop marketing plans & strategies.• Analyses marketing data, surveys and other market research to look for implementation of new patterns and trends for Sales & Marketing.• Stays updated with latest marketing trends, pricing and competitor activities for evaluation of the current marketing program for further improvements and positive results.• Creates graphs, reports, and detailed data analysis using the available computer software as guided by his/her reporting authority.• Delivers reports on research findings through written documents and verbal presentations.• Assists in creating and in distribution of the required promotional materials, including brochures, blogs, banners, pamphlets, ad posters etc., and the relevant marketing aids well within the budget.• Provides assistance during the creation of mailers, coupons, website content, and other promotional materials in regard to marketing/sales.• Helps maintain social media accounts for brands, products, or services and the like.• Records marketing data in the required format along with related financial reports for performing critical evaluations of the market in order to develop new strategies and marketing plans.• Helps maintain excellent client relationships through superior customer service skills and seminars.

	<ul style="list-style-type: none"> Organises and plans the production of all major marketing materials by working closely with printers ,sponsors and other involved parties 			
Compensation (CTC)	INR 3.0 LPA			
Dress Code	Strictly Formals Only and Only White shirt and Black Trouser, Tie, Full Length Socks, Black Shoes for Boys Similar related Outfit for female candidates. Students in any other combination or colour of formal will be sent back			
Documents Required	1	Campus ID Card	:	Mandatory
	2	College ID Card	:	Original as well as Photocopy
	3	Passport Size colour Photos	:	Five in Numbers
	4	Photocopies of all Mark sheets	:	X, XII, UG (All Semesters)
	5	Updated Resume	:	Two in Numbers
	6	A4 sheets for rough work	:	Five in Numbers
	7	Stationery items	:	Stapler, Glue Stick, Pen, Pencil, Eraser etc
	8	1 Government photo ID Proof	:	Original as well as Photocopy

My Best Wishes are with you!

Dr. Ajay Rana
Advisor