

**Position: Executive – Business Development (Fresher can also apply)**

**Apply by: 18<sup>th</sup> Jan 2024**

**Location: Noida (Delhi NCR)**

**Position vacant: One**

Job responsibilities:

- Identifying relevant request for proposals (RFP's) from different sources, tracking them, sharing with research team and updating the date of proposal submissions
- Preparations and documentations of all necessary documents like CVs, experiences, profiles etc. that would be submitted along with proposals
- Creating processes related to proposal development and submissions and adhering to them
- Ensuring proposals and bids are submitted on time with desired quality
- Checking the website daily and coordinating with developer for incorporating changes if required
- Posting banners, blogs, newsletters & wishes related to specific occasions and festivals on website, and other social media platforms like LinkedIn, Twitter, Facebook etc....
- Any other task as assigned from time to time

Requirement:

- Postgraduate / Graduate in Marketing Management / Rural Management / other management subjects with excellent academic record
- Efficient user of MS Word, Excel and PowerPoint
- Excellent written & oral communication skills (English and Hindi) (THIS IS MUST)
- Willing & enthusiastic learner
- Has the ability to service clients and perform under deadline pressure

Salary: Commensurate to qualification and experience. Bracket – 18k-25k per month

### **How to Apply**

Interested candidates can mail their detailed resume at [contact@peopable.co.in](mailto:contact@peopable.co.in) (Please mention the position name in Subject)