

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 17.10.2021 may be considered) for Interview on **19.10.2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

### **Consultant - Digital Services**

#### **Terms of Reference**

- Create email blast campaigns to target key customers
- Use advanced metrics to measure the success of a marketing campaign
- Keep up to date on the latest social media trends
- Make cold calls to generate leads
- Conduct online research to find address and contact details for a given list of companies.
- Prepare presentations according to instructions given.
- Prepare various reports according to instructions given.
- Organize, negotiate, and implement sales and marketing programs
- Undertake market analysis/modelling, portfolio metric reporting, and operational support related to the firm/team's strategy
- Provide analytical support to all aspects of the deal negotiation process
- Undertake the assignments, which may be assigned from time to time

#### **Eligibility:**

- Qualification: Graduation in any discipline
- Experience: 0-2 years in the areas of Customer Support / Business Strategy / Digital Business.
- Excellent understanding of business operations and procedures.
- Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
- Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
- Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
- Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
- Willingness to Travel.
- Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks

- Age above 21 years.