

## Notice for Placement

**Job opportunity for** Any Graduate / Post Graduate / Advertising & PR Management Students

**Company Name:-** **ASAPP Info Global Services Pvt. Ltd**

**Positions:-**

1. Conference Producer
2. Executive - Delegates Sales
3. Executive – Subscription Sales
4. Executive – Space selling
5. Sub Editor cum Reporter
6. Event Coordinator

**Company Website:-** [www.asappinfoglobal.com](http://www.asappinfoglobal.com)

**Work Location:-** Mumbai & Pune

**About Company:**

it gives me immense pleasure to introduce ASAPP Info Global Group ([www.asappinfoglobal.com](http://www.asappinfoglobal.com)), a 21-year old leading Information dissemination platform, with 10 publications in the B2B segment, an Events division, a Smart Cities Council, that works with the private sector as well as governments at all levels.

As we are on a steep growth trajectory, we are looking to hire bright, young and eager minds who can contribute and keep pace with the growth of our organization across all our segments. We are sure that your institute can help us meet this objective.

Our 10 publications are in the Construction, Infrastructure and Manufacturing/Engineering and Interiors space; the Events Division organizes large format and high-profile Awards and Conferences as well as Expos; and the First Smart Cities Council in India.

Over the years, given our leadership status, we have built amazing Properties that are a calendar event for industry professionals:

- Awards given to India's Top Architect and Builders
- Awards given to India's Top Construction Companies
- Awards given to India's Top Infrastructure Companies.

## **Job Profile / Responsibilities:**

### **Designation: Conference Producer**

- Will be totally responsible for researching and recommending topics on which conferences can be held, given the latest trends.
- Track industry experts to facilitate topic selections and speaker recruitment.
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - Any Graduate / Post Graduate**
- Location – Mumbai

### **Designation: Executive - Delegates Sales**

- Will be totally responsible for researching data of potential delegates, showcasing the opportunity to these prospective delegates in order to generate revenue for the events being organized.
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - Any Graduate / Post Graduate**
- Location – Mumbai

### **Designation: Executive – Subscription Sales**

- Sell subscriptions for publications (Must be able to communicate with decision makers from Industry on an independent basis, prepare basic sales letters and do regular follow-up).
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - Any Graduate / Post Graduate**
- Location - Mumbai / Pune

### **Designation: Executive – Space selling**

- Responsible for generating advertising revenue and maximizing advertising revenue and volume from the assigned region of the publication.
- Must achieve targets.
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - Any Graduate / Post Graduate / BMM (Advertising) / Diploma in Advertising & PR / Engineering**
- Location – Mumbai

**Designation: Sub Editor cum Reporter**

- Should be comfortable with Reporting as well as editing.
- Interviewing industry leaders
- Rewriting articles and writing fresh articles as well.
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - B.A. or M.A. English Literature / Graduate in Journalism / Mass Communication**
- Location – Mumbai

**Designation: Event Coordinator**

- Work closely with the marketing and sales team for clarity of audience for the events.
- Study and analyse audience requirement for different events.
- Handle end-to-end event management and audience acquisition for events organized by the company through tele-calling & e-mail.
- Remuneration & designation will be commensurate with the candidate's profile.
- **Qualification - Any Graduate / Post Graduate**
- Location – Mumbai / Pune

**Key Skills:** Good communication skills (Verbal & Written both), Presentation skills

**Required Qualification:** **Any Graduate / Post Graduate / B.A. Or M.A. English Literature / Graduate in Journalism / Mass Communication / BMM / Diploma in Advertising & PR / Engineering**

**Experience:** 0-3 years

**Other / Special Requirements:** Nothing as such

**Remuneration:** Minimum 3.00 Lacs p.a.

**Interested Candidates can send their resume on below mention email id at the earliest:-**

Contact Person - Ms. Priyanka Dalvi (Sr. Executive - HR)

Email id: - [Priyanka.d@asappinfoglobal.com](mailto:Priyanka.d@asappinfoglobal.com)

Contact no: - 8422987408 / 022 – 24193026

Email id: - [anchu.m@asappinfoglobal.com](mailto:anchu.m@asappinfoglobal.com)

Contact no: - 022 – 24193065

**Corporate Office:** A-303, Navbharat Estates, Zakaria Bunder Road, Sewri (West), Mumbai - 400 015