

21st March 2024

Notice for Placement

Company Name:- **Central Chinmaya Mission Trust**

Position:- **Marketing Executive**

Company Website:- **www.chinmayamission.com**

Work Location:- Powai, Mumbai

Company Background / About Company: An institution working for spread of Vedanta knowledge, operating in 17 countries including UK & USA

Job Profile / Responsibilities: Understanding Chinmaya Mission: Familiarize yourself with Chinmaya Mission, its social development projects, and align them with the mission, vision, and goals of Chinmaya Mission.

- Database Management: Build a comprehensive database through platforms like LinkedIn and by downloading contacts from relevant data companies.
- Client Outreach: Contact corporate clients to schedule meetings for the CSR team fundraisers.
- Project Briefing: Effectively communicate information about Chinmaya Mission projects to potential donors, addressing their questions and queries.
- Meeting Arrangement: Secure in-person or virtual meetings for the CSR Fundraisers.
- Alignment and Communication: Understand corporate requirements, especially thematic areas of intervention, and align them with Chinmaya Mission's projects.
- Database Maintenance: Keep the client database updated and well-maintained.
- Presentation Sharing: Distribute detailed presentation decks outlining Chinmaya Mission's Social Development Projects.
- Collaboration with Fundraising Team: Work closely with the Fundraising Team to ensure a unified approach.
- Call Quotas: Make a minimum of 50 calls a day, aiming for 15 effective contacts.
- Daily Reporting: Provide detailed daily reports to the superior, including call specifics.

Key Skills: Fluent English Communication, willingness to interact with top officers of other corporates, arranging the meetings, neat ness, PPT making, presentation skills.

Required Qualification: Graduate / PG / Certificate Program in Marketing Management.

Experience: 2 to 7 years

Remuneration: 3LPA to 4.2LPA depending upon Qualifications & Experience.

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

Contact Person: - Rajendra Kapote, Head-HR

Email id: - hr@Chinmayamission.com

Contact no: - 8652634152 or 022-28034900

Corporate Office: Central Chinmaya Mission Trust, Sandipany Sadhanalaya,
Saki Vihar Road, Powai, Near Larsen & Toubro Gate No 1, Mumbai-400072