

Notice for Placement

Job opportunity for - **Marketing**

Company Name:- **Lion Tree HR Consultants**

Position:- **Sales & Marketing Interns**

Company Website:- www.liontreehr.com

Work Location:- 3rd floor, Vimal Udyog Bhavan, Unit No 5, Taikalwadi Marg, Opposite Starcity Cinema, Mahim West, Shivaji Park, Mumbai, Maharashtra 400016

Company Profile: **Executive Search firm with global reach in Asia Pacific, Middle East and Europe.**

Job Profile / Responsibilities:

- 1) Assist with daily administrative duties which include attending and resolving clients queries and supporting clients with relevant information.
- 2) Conducting desktop research or gathering information through surveys or by speaking to clients and staff.
- 3) Attending and participating in meetings, workshops, events, and exhibitions.
- 4) Updating documents and records on a regular basis.
- 5) Reviewing performance against targets.
- 6) Keeping a log of everything learned and delivering presentations to stakeholders.
- 7) Monitor all social media platforms for market, ideas, and provide feedback for business opportunities.
- 8) Plan, suggest, design and host social media campaign ideas wherever required.
- 9) Prepare detailed presentations whenever required.

Key Skills:

- 1) Strong self-motivation
- 2) Ability to work alone or as part of a team
- 3) Ability to cope with rejection.
- 4) Superb interpersonal skills
- 5) Excellent communication skills
- 6) Professional demeanour
- 7) Knowledge of MS Word, Excel, PowerPoint and social media platforms

Required Qualification: **Graduate**

Experience: **Min 1-2 years' experience in relevant field**

Other / Special Requirements: **Nil**

Remuneration: **Between Rs 5000 – Rs 10000 (depending on the experience)**

Period of internship – **Nov – Mar (5 months)**

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

jaya.luthra@kenmentors.com

Contact Person: - **Jaya Luthra**

Email id: - **as mentioned above**

Contact no: - **99201987195**

Corporate Office: As mentioned above