

INDIAN INSTITUTE OF FOREIGN TRADE

MARKETING EXECUTIVE FOR MDP DIVISION

IIFT intends to engage person/(s) purely on contractual basis for 1 year to work as Marketing Executive. The contract period is extendable up to for further 2 years based on the performance and requirement of the Institute.

Qualification: The candidate should be an MBA or Post Graduate Diploma in Management with good academic record, good computer knowledge and should possess excellent command over written and spoken English.

Experience: Minimum 5 years work experience in administration/marketing/consultancy coordination work in a higher educational institution or organization of repute.

Job Requirements: Marketing for Institute's various programmes. Capturing the training proposals requested by old/existing/new clients (national and international both) and do necessary follow ups by correspondences, meetings, visiting organizations etc. Coordinating between faculty and clients and finalizing the programmes as per client's requirement. The job responsibilities also include updating database, maintaining clientele, liaising with ministries, Govt. offices and other sponsoring organizations for receiving training proposal etc. Moreover, the selected candidates may also be assigned some administrative works as per the requirement.

Remuneration: All inclusive consolidated Rs.45,000/- per month.

How to Apply: Applicant should apply online by clicking on the following link:-

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=MKTEXE_Apr2019

The last date to apply online is 10.05.2019.

Call for Interviews:

Only the Shortlisted candidates will be informed by email to appear for the interview before the Selection Committee at IIFT.

No TA/DA will be admissible for appearing in the interview.

Selected candidates will have to join duty immediately on receipt of the offer.

Dr. Ram Singh
Professor & Head, MDP Division
Indian Institute of Foreign Trade
B-21, Qutab Institutional Area
New Delhi – 110016