

Notice

Attn: MBA(Marketing /HR) Final Year Students

We are pleased to inform you that Saransh Group is conducting Closed campus Drive on January 7, 2017. Other requisite details are as follows:-

<u>Name of Company:</u> -	Saransh Group
<u>Reporting Time:-</u>	10:00 am
<u>Venue:-</u>	Seminar Hall, Admin Block
<u>Salary :</u>	12 to 15K per Month

The process flow will be as follows:

1. Pre-Placement Talk
2. Group Discussion
3. Personal Interviews

Pls Note:

Students are advised to carry all credentials, mark sheets of 10th, 12th, UG & PG, minimum two copies of Resume and latest photographs on the day of the recruitment process.

(Rajeev Shrivastava)

Head – Training & Placement

Copy to:

1. Hon'ble Director/ Deputy Director/ CAO for kind information please
2. Prof V. K Jain (In charge Training & Development Cell)
3. Principal, (Institute of Profession Studies)
4. HOD (MBA)
5. Faculty Coordinator (MBA)
6. Head FS
7. Notice Board
8. Office Copy

Job Description: Marketing

1. Understanding Customer Perspective
2. Responsible for promoting positive relationships with the clients.
3. Handling client queries either by phone or by visiting them personally.
4. Ability to handle all kinds of clients as customer reactions vary from person to person.
5. Innovation & Learning Perspective
6. Keeping abreast with the current market trends along with the customer behavior and competitor analysis.
7. Enhancing interpersonal, selling Skills, presentation skills, and personal ongoing development.
8. Should undergo departmental induction trainings.
9. Ensures to attend the training sessions organized by Learning & Development division (HR) as per company's Learning & Development policy and should also undergo for various skills enhancement training.
10. Formulate strategies and action plans to maximize sales of responsible Sales Adviser team
11. Plan to ensure achievement of divisional and personal target, aligning with company sales policies and strategies
12. Provide guidance of sales advisers daily, monthly, and quarter work plan in accordance with the formulated strategies
13. Lead the top-to-top meeting with key customers to ensure strong relationship and remove business obstacles, aligning with long-term company direction
14. Identifying target markets and developing strategies to communicate with them.

JOB DESCRIPTION: Human Resource

- Actively participating in manpower planning with senior management.
- Recruitment, interviewing and screening candidates, organizing recruitment drives, coordinating with partner companies.
- Sourcing profiles through job portals, Job designing, posting of the jobs, short listing the relevant profiles.
- Conduct interviews, short listing candidates and coordinating the same with the seniors.
- Ensuring timely hiring of quality resources that meet the specification as per the staffing plan.
- Interview candidates to assess their suitability for employment and growth within the organization.
- Handling salary negotiations and compensation administration, making offer letters.
- Perform reference checks on potential employees.
- Monthly scheduling the Induction process for new employees, organizing training programs for employees, joining formalities of new employees.
- Team coordination: handling sales and marketing team(PAN India)
- Handling Team of at-least one state (Marketing Manager and Zonal Manager).
- Provide complete resolution on the calls, sharing the process gaps observed on the calls with team leaders.
- Daily coordinate with the team and take the reports.

Benefits

- Excellent Working Environment.
- Fixed Morning Shifts (10:00 Am to 6:30 Pm) Sunday Off
- On roll job