

**Executive Assistant - Sales and Marketing**

TIH/iHub Drishti/2023-24/Recruitment/13; Dated: 25 September 2023

N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: [hr@ihub-drishti.ai](mailto:hr@ihub-drishti.ai)

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around “Computer Vision, Augmented Reality and Virtual Reality”.

**iHub Drishti Foundation invite applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:**

**Job Title: Executive Assistant - Sales and Marketing**

**Key Responsibilities:**

- Assist in preparing sales presentations, marketing materials, and reports as required.
- Collaborate with the marketing team to manage social media accounts, track campaigns, and respond to inquiries.
- Maintain and update customer information, sales records, and marketing data in relevant databases.
- Prepare and analyze sales and marketing reports for the executives.
- Assist in planning and coordinating sales and marketing events, conferences, and trade shows.
- Manage logistics, registrations, and communication for these events.
- Handle incoming and outgoing communications, including emails, phone calls, and messages.
- Draft and proofread emails, letters, and other documents on behalf of the executives.
- Manage the executives' calendars, schedule meetings, and arrange appointments.
- Coordinate internal and external meetings, including preparing agendas and necessary materials.
- Assist in monitoring and tracking the sales and marketing department's budget.
- Process and track invoices and expense reports.
- Provide administrative support for various sales and marketing projects.
- Collaborate with team members to ensure projects are progressing smoothly.
- Handle sensitive information and maintain confidentiality as needed.
- Organize and maintain electronic and physical files and documentation.
- Experience and interest in internal and external communications, partnership development, and relationship management.

### **Essential Qualification and Knowledge with Expertise:**

- Bachelor's Degree in any discipline or its equivalent with first division from a recognized University/Institute.
- At least 1 year of proven relevant experience is essential.
- Excellent communication skills, both written and verbal.
- Knowledge of modern marketing techniques.
- Familiarity with CRM software and project management tools is a plus.
- Detail-oriented with a proactive and resourceful approach to problem-solving.
- High-level communication and networking skills with a passion for sales.
- Excellent interpersonal skills and ability to work under pressure with strong closing skills
- Ability to present multiple product lines
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.
- Attention to detail and commitment to delivering high-quality work.
- Excellent communication skills and the ability to work collaboratively within a multidisciplinary team.
- Strong leadership skills with a dedication to driving and achieving results and have good time management skills.

### **Compensation**

- As per industry standards (Based on experiences, and negotiable) with annual performance linked incentives in addition
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 30
- Location: Jodhpur

### **Information regarding the application process:**

**Applications will be accepted via (<https://tinyurl.com/ihubdrishtiexesales>).** Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidence by filling above mentioned form on or before the last date of October 16th, 2023.

### **Additional information:**

- (1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
- (2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.

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- (3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- (4) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.
- (5) *Shortlisted candidates shall be called for the further recruitment process.*
- (6) *Decision of the board will be final for both Shortlisting and Selection process.*
- (7) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (8) iHub Drishti Foundation reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
- (9) No hard copy application is to be submitted. No email application is to be submitted.
- (10) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (11) Canvassing in any form will be a disqualification. Application which is incomplete, not in prescribed format, will be summarily rejected.
- (12) Application with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.
- (13) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (14) The appointed person shall have no claim of appointment / absorption in any companies, departments or centers of IIT Jodhpur.
- (15) The appointment of the applicant will be governed by the terms & conditions of the iHub Drishti Foundation, IIT Jodhpur in effect on time-to-time basis
- (16) Specific queries, if any, may be directed to the email: [hr@ihub-drishti.ai](mailto:hr@ihub-drishti.ai).
- (17) iHub Drishti foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.
- (18) Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.

**Officer In-charge**  
**iHub Drishti Foundation**  
**TIH on CV-ARVR, NM-ICPS**  
**Indian Institute of Technology Jodhpur**