



भारतीय वदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University – Under Department of Commerce, Govt.
of India)

MARKETING EXECUTIVE FOR EMP 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 a Post Graduate preferably 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 3 years work experience in marketing/PR coordination work in a higher educational institution or organization of repute.

Job Requirements: a) Marketing for Institute's Diploma programmes. b) Networking with various corporates, PSUs, Government Departments for seeking participation for IIFT Diploma programs c) Knowledge of Social Media platform like Facebook, Twitter, Instagram for reaching out to potential candidates d) Handling of correspondence and calls e) Follow ups with the prospective candidates and addressing their queries and doubts f) Administrative work, as per requirement.

Remuneration: All inclusive consolidated Rs.60, 000/- per month.

Age: Maximum 45 years as on last date of receipt of online application.

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

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=ME_EMPD-Oct.22

Selected candidate will have to join duty immediately on receipt of the offer. Fulfillment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given, latest by **25.10.2022**.

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.