

# **THE ECONOMIC TIMES**

## **About the Company,**

### **Times Internet Limited**

#### **The Economic Times Business Vertical (ET B2B)**

A digital venture of Times Internet Limited, we are the largest B2B news website and part of the long-standing leader in the print business and all other forms of media, including corporate events, radio, TV, magazines, out-of-home, and more.

For more details, check our websites:

[ET Telecom](#) | [ET Retail](#) | [ET Health](#) | [ET Auto](#) | [ET Energy](#) | [ET CIO](#) | [ET Realty](#) | [ET BrandEquity](#) | [ET Tech](#) | [ET CFO](#) | [ET BFSI](#) | [ET Government](#) | [ET Master Class](#) | [ETHRWorld](#) | [ET Travel](#) | [ET Hospitality](#) and more.

## **JOB DESCRIPTION**

**Profile:** Delegate Acquisition, Event Management, and Business Development

**Stipend:** 10,000 per month

**Duration:** 6 Months (Starting Immediately)

**Qualification:** 2nd, 3rd Year Undergrad students/Graduates/Post Graduates

**Location:** Noida (WFO)

**Requirements:** Candidate must have a laptop

### **Roles and Responsibilities:**

#### **Delegate Acquisition**

Contacting businesses and other potential clients to source new leads.

Maintaining strong relationships with existing clients.

Identify emerging markets and market shift.

The competition analysis and information.

Knowledge about social media.

#### **Event Management**

Maintaining the communication flow between the company and the clients.

Coordinating for the events (website, creative, vendors, etc.).

Creating and compiling databases containing all the information for each event.

Working on conference production.

Following workflow procedure, organized with the ability to prioritize and multitask.

Coordinating virtual live sessions and webinars and ensuring digital campaign delivery.

#### **Business Development**

Good negotiation and persuasion skills will come in handy.

Strong interpersonal skills and proficiency in clear communication.

Good Knowledge of social media.