

REQUIREMENTS

1. Position : Sales/Marketing Coordinator

Qualification : Any Graduate, MBA

Job Description :

- Approach & Presentation to the Prospective Clients for Company's concept of OTC Trading of Gold/Silver Bars
- Coordination with Company's Delivery Centers & Head Office
- Coordination with Marketing Team for target achievement & Vice President
- Monthly/Quarterly Target Achievement
- Oral & Written Communication with existing & prospective clients
- Team Leadership
- Reporting to Vice President (Marketing)

Consideration : Best in the Industry

Desired Candidate Profile

Smart, Confident & result oriented candidates fitting in the above parameters may apply. Experience with Event Management preferred.

Interested Candidates may respond at email id: careers@rsbl.co.in

2. Position : Marketing Executive

Qualification : Any Graduate

Job Description :

- To Market Company's concept of OTC Trading of Gold/Silver Bars
- To achieve monthly/quarterly targets
- To generate business revenues
- To sort out queries of existing & Prospective clients
- To explain Bullion Trading formalities to the clients
- Back Office documentation, if any
- Oral & Written Communication with existing & prospective clients

Consideration : Best in the Industry

Experience: 2-3 years relevant experience

Young, Confident & result oriented candidates fitting in the above parameters may respond at email id: careers@rsbl.co.in

3. Position : Executive – Customer Care

Qualification : Any Graduate

Job Description :

- To sort out queries of existing & Prospective clients
- To explain Bullion Trading formalities to the clients
- Back Office documentation
- Oral & Written Communication with existing & prospective clients

Consideration : Best in the Industry

Experience : 1-2 years experience

Smart, Confident & result oriented candidates fitting in the above parameters may apply.

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4. Position : PR Event Manager

Qualification : Any Graduate, MBA

Job Description :

The incumbent shall be responsible for

- Public Relations, Media Relations, Internal & External Communications, Speeches.
- Plan & implement all forms of communications including Media, Newsletters
- Initiatives in Events/Exhibitions for launching products/concepts
- Coordination with VP for Press Conference/Newspaper extracts
- Responsible for catchy hoardings/banners/advertisement
- Revenue generation through events/exhibitions etc
- MIS Reporting

Experience : 5 - 7 years relevant experience

Consideration : Best in the Industry

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5.Position : Receptionist – cum- Admin Executive

Qualification : Any Graduate/Undergraduate

Job Profile :

- Attending Incoming & Outgoing calls & forwarding the calls to the respective authorities and staff
- Managing & Handling the Front Office
- Co-ordination mainly with Admin/Marketing/HR and other departments
- Oral & Written communication
- Keeping the record of Internal & External Visitors
- Handling Internet mails
- Maintaining records of inward & outward mail & couriers
- Sending Fax and e-mails

Consideration : Best in the Industry

Experience - 1 – 2 years relevant experience

Smart, Confident & result oriented candidates fitting in the above parameters may respond at email id: careers@rsbl.co.in