

Position: Executive – Business Development (Fresher can also apply)

Location: Noida (Delhi NCR)

About Organisation : Founded in 2015 is as one of the leading Monitoring, Learning and Evaluation (MLE) agencies working in social development domain in India. DI with deep commitment to providing best of services not only in MLE domain, but also in small and large scale surveys, data analytics and training has undertaken a variety of research and M&E work across numerous thematic areas, some of which are Early Childhood Care and Development, Public Health, WASH, Education, Nutrition, Livelihood, Financial Inclusion and Child Protection / Rights.

Job responsibilities:

- Identifying relevant request for proposals (RFP's) from different sources, tracking them, sharing with research team and updating the date of proposal submissions
- Preparations and documentations of all necessary documents like CVs, experiences, profiles etc. that would be submitted along with proposals
- Creating processes related to proposal development and submissions and adhering to them
- Ensuring proposals and bids are submitted on time with desired quality
- Checking the website daily and coordinating with developer for incorporating changes if required
- Posting banners, blogs, newsletters & wishes related to specific occasions and festivals on website, and other social media platforms like LinkedIn, Twitter, Facebook etc....
- Any other task as assigned from time to time

Requirement:

- Postgraduate / Graduate in Marketing Management / Rural Management / other management subjects with excellent academic record
- Efficient user of MS Word, Excel and PowerPoint
- Excellent written & oral communication skills (English and Hindi)
- Willing & enthusiastic learner
- Has the ability to service clients and perform under deadline pressure

Interested candidates please send your cv at :- contact@pmspl.net.in