



### **About Ignitee:**

Ignitee is a pioneer in Digital Marketing with over a decade of experience. Ignitee Digital Solutions provides 360 degree solutions for its clients including Media Planning & Buying, Search Marketing, and Creative & Technology solutions.

Ignitee is one of the largest integrated digital brand solutions agencies, presently based out of five locations in India i.e. Mumbai (Head office), Delhi, Bangalore, Chennai and Dubai

### **Job Profile**

**Designation:** Executive – CS & BD

#### **Key Responsibilities**

- ✓ Planning and execution of all client activities
- ✓ Network planning to ensure error-free delivery of the agreed campaign
- ✓ Approving, and preparing (where necessary), communication being sent to client on all aspects related to campaign
- ✓ Inter department co-ordination on daily basis and ensure timely delivery of assigned jobs
- ✓ Assisting team leader in collections of dues from clients as per set time limits
- ✓ Manage and oversee the day-to-day operations of the client

**Location:** Delhi (Gurgaon)

### **Candidate Background:**

**Experience:** Atleast 2 years experience

#### **Background:**

- ✓ Graduate / Post Graduate in Marketing / Advertising preferred
- ✓ Should have Account Management Exposure
- ✓ Should possess excellent communication skills and aggressive attitude
- ✓ Should be able to build new relationships, service existing clients and handle pressure situations.