

# M/s AMO Mobility Solutions Pvt Ltd

**E-24 E Block, Sector 63, Noida, U.P.: 201301**

## Job Description

Designation: - Office Assistant

Job Code: - AMO/AOA/01

Qualification: - Graduation/MBA

Experience: - Fresher/1-2 yrs of experience.

Job Location: - Noida

No. of Joining: - 01

### Responsibilities:-

- Calendar Management for the leaders
- Day to day activities like Preparing/ Tracking Expense Vouchers, Leave Regularization & other admin support.
- Travel Management.
- Preparing **presentations, graphs** & other necessary documents
- Communications to the team/ necessary follow-ups.
- Monthly Management meeting organization
- Sponsorships (arranging the necessary branding material like the logo, profile, brochure, portfolio, photos etc)
- Collecting client's data and calling.
- Allocating the dealership calls to the sales team for further dealer formation activities.
- Analyzing the customer database and terms of states, city and the source of enquiry.
- Maintaining and updating sales & marketing data on daily basis.
- For the effective marketing activity execution, calling is done to customers directly to update them about our latest scheme.
- Analyzing the marketing activity impact by knowing the source of information.

### Requirements:-

- Good in communication (both Hindi & English)
- Good in Ms-Excel.
- Presentable & Smart
- Strong command on data analysis.
- confident