

## **Job Opening: Marketing Executive**

Number of openings- 2

We are hiring for the position of Marketing Executive at our Head Office in Sector 48, Gurgaon.

### **Requirements:**

- ☒ Hands on Experience having 0 - 3 years
- ☒ Plan, execute, and monitor Email Marketing and WhatsApp Marketing campaigns
- ☒ Assist in client engagement, lead generation, and campaign follow-ups
- ☒ Contribute to branding, promotions, and client retention strategies
- ☒ Be part of certification ceremonies and manage related event coordination
- ☒ Help in creating marketing content, communication templates, and campaign reports
- ☒ Participate in networking activities, partnerships, and associations to promote SIS Certifications

☒ Maintain marketing databases and ensure timely outreach to prospects

◇ **Qualification:**

☒ Bachelor's degree in Business or MBA in Marketing

◇ **What We're Looking For:**

☒ Excellent verbal communication skills – confident, clear, and engaging

☒ Basic knowledge of email marketing platforms (Mailchimp, Zoho, etc.) and WhatsApp Business tools

☒ Good organizational skills and attention to detail

☒ A team player who is energetic, adaptable, and eager to learn

☒ Creative mindset with a passion for interacting with people

📍 Location: SIS Certifications Pvt. Ltd., Sector 48, Gurgaon (Head Office)

If you or someone you know fits this profile, please reach out or share the resume with us.

📞 Contact: +91 81302 33899

✉ Email: [training1@siscertifications.com](mailto:training1@siscertifications.com),  
[hr@siscertifications.com](mailto:hr@siscertifications.com)



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