

## Job Description Form

<b>Position Vacant</b>	Marketing Executive	
<b>Organization Name</b>	Angia Rx Life Science Pvt Ltd	
<b>Company Profile</b>	<p>Angia Rx is into Marketing of Pharmaceutical Drugs and Neutraceutical. We are currently marketing to 22 states, and will be expanding to all states across India. Angia is part of a 9 year old <b>Group</b>, which has interests in varied businesses. Please find attached our Corporate Brochure, and for more information, visit <a href="http://www.angiarx.in">www.angiarx.in</a></p>	
<b>Qualification</b>	Preferred : Bachelor Degree in Any Stream in Any Recognized University in India.	
<b>Required Skill Set (In case of IT requirements)</b>	<ul style="list-style-type: none"> <li>• Exceptional skills in MS Word and MS Excel</li> <li>• Internet and emailing, Google &amp; other search engines</li> <li>• Good written communication and verbal communication skills</li> </ul>	
<b>Relevant Industry</b>	Pharmaceutical or Food Industry Experience will be an advantage	
<b>Job Description / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Management of communications with local vendors across India</li> <li>• Prepare Quotations and Purchase Orders</li> <li>• Good negotiation skills with Product Vendors, Logistics Vendors and other Input Vendors</li> <li>• New Vendor's- research, sending initial emails, calling and fixing Appointments. <b>Experience in Market Research is preferred.</b></li> <li>• Working with Packaging Vendors, Free Lance Designers, Courier companies, Online Service Providing Companies, etc.</li> <li>• Co-ordination with Domestic Logistic companies</li> <li>• Domestic travel in India, to meet the vendors, for further Vendor Development</li> <li>• Coordinate or participate in promotional activities or trade shows in India</li> <li>• Solving complaints, related to product quality issues</li> </ul>	
<b>Desired profile of the candidate</b>	<ul style="list-style-type: none"> <li>• Customer Service Oriented</li> <li>• Ability to work independently</li> <li>• Good written and oral communication skills</li> <li>• Collaboration, interpersonal and facilitation skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Displays sensitivity to manage vendor relationships and ability to build collaborative working relationships with colleagues and associates both within and external to the organization.</li> <li>• Good problem solving and decision-making skills.</li> <li>• Key Skills – Patience, Persistence and Persuasive.</li> </ul>		
<b>Languages</b>	English & Hindi		
<b>Min. Exp.</b>	<b>1 year</b>		
<b>Max. Exp.</b>	<b>3 years</b>		
<b>Compensation range</b>	<b>From 2,10,000 to 3,30,000 p.a</b> <b>Additional Training will be provided</b> <b>Real Opportunities for Growth</b>		
<b>Location of posting</b>	Vaishali (Ghaziabad)		
<b>Candidate's Location</b>	Delhi NCR		
<b>Contact Information (Address)</b>	Angia Rx Life Science F-1, SR-4B, Ansal Plaza, Near Vaishali Metro Station, Ghaziabad - 201010	Mob. no. 7310650096	Email angiarx.pharma@gmail.com
<b>Website :</b>	<a href="http://www.angiarx.in">www.angiarx.in</a>		