

Organization:	Kinetix Machine Tools LLP
Job Title:	Front Office Sales & Marketing Executive
CTC:	1.2LPA
Location:	Telco , Jamshedpur
Departments Eligibility:	ENGINEERING/MANAGEMENT
Course Eligibility	DIPLOMA/BBA
Student Gender Preference:	Female

General Job Description

Front Office Operations :

- Welcoming and attending to visitors, clients, and vendors.
- Handling incoming calls, emails, inquiries professionally with preparation of quotations.
- Managing appointments, meetings, and basic administrative tasks.
- Maintaining a neat, presentable, and professional front office environment.

Marketing Support:

- Assisting the marketing team with follow-ups to clients and prospects.
- Sending company profiles, product information, and promotional materials.
- Coordinating with sales and technical teams for scheduling meetings, demos, etc.
- Managing social media handles and basic marketing campaigns (if required).
- Supporting exhibitions, trade shows, and customer events coordination.
- Discussions with clients, providing product specifications and machine capabilities.
- Coordinate with the technical team for feasibility studies and application support.
- Support the preparation of commercial offers, quotations, and proposals.

ELIGIBILITY

ENGINEERING

DIPLOMA/MANAGEMENT

SPECIALIZATION – MECHANICAL/ELECTRICAL/MCT/FINANCE

Presentable personality with a positive, customer-friendly attitude.

Decision Taking Abilities, Self analyzer, Planning & Quick learner.

Basic knowledge of MS Office (Word, Excel, Email).

Female candidate with a professional attitude, punctual, understands responsibility on tasks given.

Willingness to travel extensively within assigned territories.

Fluent Communication in English is mandatory.

Interest or exposure to industrial products or technical marketing is an advantage.

Handling of Social media platforms and usage of AI in day to day work.
--

Background in administration, marketing, customer handling, or front office roles an added advantage.

Job Reviewed by: Director, Training & Placement
--

Job Approved by: Director, Training & Placement
--

Job opportunity provided through: Training and Campus Placement Department

Date: 09/09/2025