

**Job Title: Marketing Coordinator**

**Location:** Navi Mumbai

**Experience:** 0 – 1 year

**Qualification:** Any graduate/ BBA in Marketing/ BMS in marketing

**Company:** Advanced Bolting Solutions P Ltd (ABS) - [www.absgroup.in](http://www.absgroup.in)

**About ABS:** Advanced Bolting Solutions P Ltd (ABS) is a leading multi-national, multi-locational organization engaged in the selling, renting, and servicing of precision bolting and machining equipment across India and the Middle East. As pioneers in precision power bolting in India for over two and a half decades, we enjoy brand leadership and customer confidence across industries such as Oil & Gas, Wind, Steel, Power, Infrastructure, and Railways.

**Job Description:**

The **Marketing Coordinator** is responsible for supporting the execution, coordination, and tracking of all marketing activities across channels. This includes project coordination, campaign scheduling, vendor liaison, and internal communication with sales, product, and content teams. He/She to ensure marketing plans are executed smoothly, deadlines are met, and reporting is maintained. The role demands excellent organizational, communication, and multitasking skills..

**Key Responsibilities:**

Coordinate the end-to-end execution of marketing campaigns (email, digital, print, events).

- Liaise with internal stakeholders (sales, design, content, product) to ensure timely delivery of assets.
- Maintain marketing calendars and track deadlines for content publishing, campaigns, events, etc
- Collaborate with vendors, printers, and agencies for offline marketing needs.
- Organize promotional events, trade shows, webinars, or product launches.
- Maintain reports and dashboards for campaign performance, budget utilization, and activity tracking.
- Support the marketing team with administrative tasks (POs, inventory, vendor bills, etc.).
- Assist in CRM updates, email list hygiene, and campaign segmentation.
- Ensure brand consistency across all collaterals and touchpoints.

**Job Specification:**

- 0-1 year of experience in marketing field
- Any graduate/ BBA in marketing/ BMS in marketing
- Freshers are welcome with unique skills
- Strong and good communication

