

Job Description: Marketing Coordinator

Location: Ahmedabad (In-House)

Job Type: Full-Time, Office-Based

Working Hours: 10:00 AM - 7:00 PM

Salary Range: Up to ₹30,000 per month

Education: Graduate in any discipline

Experience: 0–2 years (Freshers are welcome to apply)

About the Company

AE Connect is a leading manufacturer and provider of Active and Passive Networking Solutions, specializing in PoE Switches, Structured LAN Solutions, and Fiber Optic Products. With a strong channel network across India, we are committed to innovation, reliability, and excellence in connectivity.

Position Overview

We are seeking a well-organized and proactive in-house Marketing Coordinator to support our pan-India marketing and lead coordination efforts. This position is based at our HO, Ahmedabad office and does not involve fieldwork.

Key Responsibilities

- Responsible for **end-to-end lead management**, including follow-ups with incoming leads, understanding and documenting requirements via phone, email, or WhatsApp, sending quotations, and coordinating until deal closure.
- Coordinate marketing activities with partners, dealers, distributors and corporate clients across India.
- Manage marketing documentation, reports, and internal coordination tasks efficiently.
- Plan, execute, and coordinate various **incentive schemes, reward programs, and time-bound promotional offers** to engage channel partners and drive sales growth.

Requirements

- Strong written and verbal communication skills in **Hindi and English**.
- Proficiency in South Indian languages (Tamil, Telugu, Kannada, and Malayalam) will be considered an added advantage.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Well-versed with current industry trends and marketing practices, with strong internet research skills and digital awareness.
- Excellent organizational and time management skills.
- Ability to multitask, prioritize responsibilities, and work independently.
- Professional demeanor with a collaborative approach to teamwork.

Please note: Comprehensive product and process training will be provided.

If you're a detail-oriented individual with strong communication skills and a desire to build a career in marketing coordination, we encourage you to apply and grow with us at AE Connect.