

JOB DESCRIPTION

Assistant Manager - Video Production Sales/Business Development

Key Requirements:

- Experience of 2-4 years of experience in sales or business development, preferably in video production, advertising, or media.
- Bachelor's degree in Marketing, Media, Business, or a related field.
- Strong understanding of video production processes, including pre-production, production, and post-production workflows.
- Strong communication, negotiation, and interpersonal skills.
- Ability to manage multiple projects and clients simultaneously.
- Proficiency in working on CRM platforms like Hubspot, Leadsquared Sales Force as well as Microsoft Office Suite.

Key Responsibilities :

- Identify, pitch, and acquire new clients for video production projects, including commercials, branded content, and corporate videos.
- Develop and implement strategies to achieve monthly and quarterly revenue targets.
- Analyze industry trends and competition to identify opportunities.
- Build and maintain a strong network within the media, advertising, and production ecosystem.
- Collaborate with internal teams (Creative, Production, and Strategy) to develop and present customized video solutions to clients.
- Work closely with project managers to ensure client requirements are met within timelines and budgets.
- Maintain regular communication with clients, providing project updates, collecting feedback, and addressing any concerns or queries and foster long term partnership.
- Maintain accurate project documentation, including contracts, releases, and production reports. Help generate and distribute and present regular project reports to stakeholders, providing updates on project status, budget utilization, and timeline adherence.