

Subject:
Exciting Career Opportunities in the Healthcare Industry! Presented by ALIMS Business School Placement Cell

Object:
Empower students and professionals with roles that align with their career aspirations, offering dynamic opportunities in healthcare through strategic placements and guidance.

Available Positions

1. Personal Secretary to the Chairman (Remote)

Your Role:

Be the trusted right-hand to the Chairman, managing their schedule, communications, and key tasks remotely. This role combines flexibility with an unparalleled opportunity to work closely with top leadership.

Key Responsibilities:

- Manage the Chairman's calendar, emails, and correspondence.
- Organize virtual meetings, prepare agendas, and draft accurate minutes.
- Handle sensitive and confidential information with the utmost professionalism.
- Support the preparation of critical reports, presentations, and strategic documents.
- Ensure the smooth execution of day-to-day operations.

Skills You Bring:

- Exceptional organizational and time-management capabilities.
 - Outstanding verbal and written communication skills.
 - Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
 - Discretion, professionalism, and the ability to handle confidential matters.
 - A proactive, self-starter attitude with a focus on detail and accuracy.
-

2. Marketing Manager (Dubai)

Your Role:

Lead the charge in crafting innovative marketing strategies and campaigns in the bustling Dubai market. This is your chance to make a real impact in the healthcare industry!

Key Responsibilities:

- Design and execute strategic marketing initiatives to drive business growth.
- Lead branding, advertising, and promotional campaigns.
- Analyse customer insights and market trends to refine strategies.
- Collaborate with sales and product teams to ensure alignment with business goals.
- Monitor and report on the performance of marketing activities.

Skills You Bring:

- Proven marketing expertise with a results-driven mindset.
 - Excellent analytical and leadership abilities.
 - Strong communication skills with a knack for storytelling and engagement.
 - Knowledge of digital marketing tools, CRM systems, and Dubai's market dynamics.
-

Why Join This Drive?

- Work remotely as a Personal Secretary to the Chairman or embrace the vibrant Dubai market as a Marketing Manager.
 - Collaborate with top healthcare professionals and contribute to a growing industry.
 - Experience a recruitment process that values your skills, creativity, and ambition.
-

Recruitment Process

1. Resume Screening: We'll identify candidates who stand out based on their applications.
 2. Personal Interviews: Discuss your goals and expertise in a one-on-one setting.
 3. Group Discussions: Showcase your communication, leadership, and teamwork skills.
-

How to Apply

Email your updated resume to placement@alims.co.in with the subject line:

[Position Name] Application - [Your Full Name]

Seize this incredible opportunity to build your dream career in the healthcare industry! Your journey to success begins here!