

ZOOM Communications Private Limited

www.zoomcom.tv

About the Company:

ZOOM Communications is South Asia's largest Outdoor Broadcast Systems, Solutions, Services & Integration Company with clientele across Sports, Media, Entertainment and the Public Sector. Incorporated in 1989, ZOOM has successfully executed in entirely or partially projects in twenty-two countries, including but not limited to the FIFA U-17 World Cup, Asian Games, Commonwealth Games, Winter Olympics, FIFA, IPL, WPL, ISL, National Games, Khelo India Games, Big Boss, Indian Idol, Survivor, Deal or No Deal, G20, Maha Kumbh Mela and the Ayodhya Temple opening. We have built and integrated studios for India's leading news channels, as well as undertaken turnkey Systems Integration projects. ZOOM has had a presence in most Summer and Winter sports in India and globally. Similarly, we have had a significant presence in prestigious entertainment and cultural events across India for over a decade.

ZOOM is now on a high growth trajectory including in the existing Media Services vertical and soon to begin pre ops in two different verticals – one in Omnichannel retail (Petcare) and the other in a high-end B to G segment.

Role Overview:

Business Planning and Strategy Manager (Group CEO's office) With ZOOM's expanding footprint across Media Services and soon to be launched Security Solutions and Consumer Retail ventures, we are seeking to hire a Business Planning and Strategy Manager to the Group CEO's office, who will act as a strategic asset, enabling the CEO to drive organizational priorities. The role supports and entails decision making, governance, and strategic initiatives to accelerate growth, operational efficiency and leadership effectiveness.

Designation – Executive Assistant to Group CEO

Key Responsibility Areas:

- Work closely with the CEO to drive key organizational priorities and new initiatives
- Provide strategic inputs – supporting planning, decision making and execution across verticals
- Oversee data collation, analytics, dashboards and insights required by senior management
- Prepare agendas, presentations, and high-quality reports for leadership and the Board

- Convert broad ideas, research and internal data into structured actionable business roadmaps
- Design and streamline processes to improve efficiency, governance and performance
- Continuous research on market trends, competitive landscape and industry benchmark to identify gaps, emerging opportunities and strategic risk, translate insights into actionable recommendations
- Build and manage substantive relationships with key external stakeholders including strategic partners, decision makers, and industry leaders.

Ideal candidate will:

- Be an MBA (from a Tier I institute) having majored in Finance / Strategy
- Be an undergraduate in Engineering / CA / Statistics / Management
- Have a minimum of 5-7 years of relevant experience in a strategic role, involving leadership coordination and analytics
- Have strong expertise in data analytics and dashboarding
- Have strong communications, stakeholder management and presentation skills
- Bring deep problem-solving skills.
- Have experience working closely with CXOs / Board / Senior Leadership Level stakeholders

Location: Gurugram

(The candidate must be based in Gurugram or willing to relocate to Gurugram)

If you are a fit in accordance with skills and experience outlined above, please email your profile to career@zoomcom.tv