

Job description:

Title: Manager / Senior Manager - Marketing & communications

Location: Mumbai

Employment type: Full-time, on-site

About the company

Alchemy is a clean-infrastructure development and operating platform focused on building scalable, capital-efficient assets, currently active in the BioCNG/CBG and e-mobility spaces. The company works across the full project lifecycle—from origination and structuring to financing, execution, and long-term operations often through SPVs and long-tenor commercial contracts. Alchemy is in the process of building 5 BioCNG plants across India, with several others in the pipeline. In the Middle East, Alchemy is building and operating EV charging infrastructure to cater to fleets, taxis and private EVs.

Role overview

The Marketing & Communications role is responsible for coordinating marketing, brand, and communications activities across Alchemy’s business verticals.

The role acts as the primary internal point of contact for external marketing, branding, digital, and PR agency partners, ensuring consistent execution aligned with business priorities. The role also supports marketing and communication requirements across India and UAE, including new initiatives and market expansion efforts.

Key responsibilities

1. Agency coordination and marketing execution

- Act as the primary point of contact for external marketing, branding, digital, and PR agencies
- Translate business requirements into clear briefs, timelines, and deliverables
- Coordinate execution across content, digital platforms, brand assets, and announcements
- Ensure consistency of messaging and adherence to brand guidelines

2. Brand, content, and communications

- Support creation and rollout of brand and communication assets across websites, social media, presentations, and pitch materials
- Coordinate leadership-led content, business updates, and key announcements as required
- Work with internal stakeholders to structure inputs and ensure timely execution through agency partners

3. Market and expansion support (India & UAE)

- Support marketing and communication requirements linked to new business initiatives and geographic expansion across India and UAE
- Coordinate development of relevant marketing and presentation material in collaboration with agency partners
- Ensure alignment and continuity across teams operating in different regions

4. Internal coordination and reporting

- Work closely with leadership, business development, HR, and operations teams
- Maintain trackers and documentation for ongoing initiatives and deliverables

Qualifications & experience

- 5-8+ years of experience in marketing, brand, communications, or agency-facing roles
- Experience working with agencies across branding, digital marketing, content and PR
- Experience in infrastructure, energy, or related sectors is a plus

Desired attributes

- Strong coordination and project management skills
- Clear written and verbal communication skills
- Structured approach with comfort operating across multiple priorities
- High integrity, accountability, and execution focus

Why this role matters

This role supports consistent and effective communication as Alchemy scales its platform and engages with partners, investors, and stakeholders across its businesses.

How to apply?

Write in to us with your profile and a covering note at info@alchemyglobal.group