ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT
PLACEMENT OPPORTUNITY @ MXP Realty

NOTICE NO. : AJU/T&P/UG/0002/23-24
DATE: 04/09/2023
NAME OF COMPANY: MXP Realty
PAYROLL COMPANY NAME: MXP Realty

Registration will close at 11:59 pm, Thursday 7th September 2023.

COMPANY PROFILE:

MXP Realty is involved in Commercial Real Estate (CRE) in the US. The Company focused on various CRE segments like Multi-Family, Hospitality, and Industrial. MXP Realty is a division of Panvisage Inc, a US Delaware Corporation, involved in various lined of business (divisions) including Real Estate (MXP Realty), M&A consulting (Mavengigs), etc.

OFFICIAL WEBSITE: https://mxprealty.com/#

DESIGNATION: Operations Manager

GENERAL REQUIREMENTS:

- ➢ School (1st to 10th Grade) must be from an English Medium school.
- ➢ Communication: Strong English communication skills, both verbal and written
- ➢ Ability to make calls, write emails, follow up, set up and conduct virtual video meetings,
- ➢ Create, and maintain sales presentations, track open tasks.
- ➢ Self-driven, ability to work without oversight.
- ➢ Computer skills including Office 365 and Graphic skills.
- ➢ Fast learner, including ability to quickly search and read information on any topic with
- ➢ The ability to comprehend and communicate in your own language.
- ➢ Great understanding of social media, with ability to independently create and post
- ➢ Content frequently, and increase engagement online.
- ➢ High level understanding of business processes like marketing, sales, customer
- ➢ relationship management, customer support and operations
- ➢ Have separate space to work independently without distractions and noise.
- ➢ Ability to start working using your own devices (BYOD - smart phone, laptop); company devices will be provided once the person demonstrates good performance.
- ➢

SALARY: CTC INR Rs. 1.8 LPA to INR 2.4LPA all inclusive

WORKING HOURS: US shift (9hrs working, roughly starts at 06.30 PM IST till 03:30 AM)

JOB LOCATION: Work from home

SELECTION PROCESS: Personal Interview

ELIGIBLE PASSING YEAR: 2024

EDUCATIONAL REQUIREMENTS:
- BBA/B.COM & BA (ENGLISH)
- School (1st to 10th Grade) must be from an English Medium school.

TENTATIVE DATE OF JOINING: Immediate

PROCESS OF REGISTRATION:

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

https://forms.gle/6g4P67m8Lh1wgcvu9

02. Students registered with the T&P Department for placements, are only eligible.
03. Please note that it is mandatory to submit the above form to nominate successfully.
04. The form can be submitted only once, thus please be cautious while filling up the form.
05. The Resume File name must be student's own name.
06. Registration will close at 11:59 pm, Thursday 07th September 2023.
07. One student can Register only once, thus be cautious while registering.
08. Please Note: The Registration process will automatically turn off after the provided deadline.
09. You are advised to read & understand the disclaimer below before applying for this opportunity.
10. For queries you may write a mail to placements@arkajainuniversity.ac.in.
Sd/-

HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.