

ARKA JAIN UNIVERSITY

DEPARTMENT OF TRAINING & PLACEMENT

PLACEMENT OPPORTUNITY @ GLOBAL GARNER

NOTICE NO.: AJU/T&P/PG/0017/23-24

DATE: 29/01/2024

NAME OF COMPANY: Global Garner Sales Services Limited

Registrations will close on 31st January 2024 @ 11:59 pm

COMPANY PROFILE:

Global Garner Sales Services Limited is a product-based six-year-old Public Company based in Ahmedabad and they intend to expand their IT team which takes care of the technology and software development. They are the World's 1st and only post-paid sales service provider, generating a Global Human Network of Sales for all categories of businesses, vendors, etc with Zero Upfront Cost where these businesses have to pay commission only on successful sales, with the added advantage of a Cashback for all their customers. They have integrated the entire sales ecosystem of the country where these businesses can also sell their products and services through our Advanced Digital platform called UPOS-The Digital Mall, which makes UPOS the biggest interexchange of businesses in the world with zero investment in inventory. Thus, creating a digital distribution network integrated with human intellect to promote the products of these businesses and vendors. Recently they have also stepped into the international market with Qatar.

POSITIONS VACANT:

1. Chairman & Managing Director (CMD) Support
2. Chief Executive Officer (CEO) Support
3. Content Writer
4. Digital Marketing Executive
5. Social Media Executive

Profile 1:

Job Title:	Chairman & Managing Director (CMD) Support
Salary:	2.50 LPA to 3 LPA
Work Location:	Ahmedabad (Gujarat)
Department:	Operations Department
Job Type:	Full-Time
Reporting to:	Chairman & Managing Director
Experience:	Fresher

Key Responsibilities:

- Calendar Management: Maintain and manage the CMD's calendar, scheduling meetings, appointments, and travel arrangements.
- Communication: Act as the primary point of contact between the CMD and internal/external stakeholders, ensuring clear and timely communication.
- Document Management: Prepare and review documents, reports, and presentations on behalf of the CMD.
- Meeting Coordination: Arrange and coordinate meetings, conferences, and events, including logistics and agenda preparation.
- Travel Arrangements: Make travel arrangements, including booking flights, accommodations, and ground transportation.
- Administrative Support: Handle administrative tasks such as expense tracking, record-keeping, and correspondence.
- Project Assistance: Assist with special projects and initiatives as directed by the CMD.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field (Master's degree preferred).
- Proficient in creating high-quality and engaging PowerPoint presentations.
- Strong organizational and time management skills.
- Exceptional communication and interpersonal skills.
- Proficiency in Microsoft Office.
- Ability to maintain discretion and confidentiality in handling sensitive information.

Profile 2:

Job Title:	Chief Executive Officer (CEO) Support
Salary:	2.50 LPA to 3 LPA
Work Location:	Ahmedabad (Gujarat)
Department:	Operations Department
Job Type:	Full-Time
Reporting to:	Chief Executive Officer
Experience:	Fresher

Key Responsibilities:

- Calendar Management: Maintain and manage the CEO's calendar, scheduling meetings, appointments, and travel arrangements.
- Communication: Act as the primary point of contact between the CEO and internal/external stakeholders, ensuring clear and timely communication.
- Document Management: Prepare and review documents, reports, and presentations on behalf of the CEO.
- Meeting Coordination: Arrange and coordinate meetings, conferences, and events, including logistics and agenda preparation.
- Travel Arrangements: Make travel arrangements, including booking flights, accommodations, and ground transportation.
- Administrative Support: Handle administrative tasks such as expense tracking, record-keeping, and correspondence.
- Project Assistance: Assist with special projects and initiatives as directed by the CEO.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field (Master's degree preferred).
- Proficient in creating high-quality and engaging PowerPoint presentations.
- Strong organizational and time management skills.
- Exceptional communication and interpersonal skills.
- Proficiency in Microsoft office.
- Ability to maintain discretion and confidentiality in handling sensitive information.

Profile 3:

Job Title:	Content Writer
Salary:	2.50 LPA to 3 LPA
Work Location:	Ahmedabad (Gujarat)
Department:	Operation
Job Type:	Full-Time
Reporting to:	Digital Marketing Manager
Experience:	Fresher

Job Responsibilities:

- Develop high-quality, original content for online platforms, including blog posts, articles, social media posts, and website content.
- Conduct thorough research on industry-related topics to ensure accuracy and relevance of the content.
- Review and edit content to ensure it meets editorial standards and is free of grammatical errors.
- Implement basic SEO strategies to enhance content visibility and improve search engine rankings.
- Work closely with the marketing team to align content with overall marketing strategies and campaigns.
- Create engaging content for social media platforms to enhance brand visibility and audience engagement.
- Stay updated on social media trends and incorporate them into content creation when appropriate.
- Adapt writing style to suit different target audiences and platforms.

Requirements:

- Bachelor's degree in Business Administration, Management, or a related field (Master's degree preferred).
- Strong written and verbal communication skills in English.
- Exceptional attention to detail and commitment to producing high-quality content.
- Basic understanding of SEO principles is a plus.
- Ability to work both independently and collaboratively in a team environment.
- Demonstrated passion for writing and eagerness to learn and grow in the field.

Profile 4:

Job Title:	Digital Marketing Executive
Salary:	2.50 LPA to 3 LPA
Work Location:	Ahmedabad (Gujarat)
Department:	Operation
Job Type:	Full-Time
Reporting to:	Digital Marketing Manager
Experience:	Fresher's

Key Responsibilities:

- Assist in the planning and execution of digital marketing campaigns across various channels, including social media, email, and content marketing.
- Contribute to the creation of engaging and compelling digital content, including social media posts, blogs, and other promotional materials.

- Monitor and analyze key performance metrics, providing insights to optimize campaign performance.
- Gain hands-on experience in search engine optimization (SEO) and search engine marketing (SEM) strategies.
- Stay abreast of industry trends and digital marketing best practices, continuously expanding your skillset through training and hands-on experience.

Qualifications:

- Bachelor's degree in Business Administration degree in Marketing, Communications, or a related field (Master's degree preferred).
- Basic understanding of digital marketing concepts, including social media, content marketing, and email campaigns.
- Familiarity with digital marketing tools and platforms.
- Eagerness to learn and a proactive attitude toward staying updated on industry trends.
- Strong communication and teamwork.

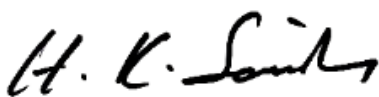
Profile 5:

Job Title:	Social Media Executive
Salary:	2.50 LPA to 3 LPA
Work Location:	Ahmedabad (Gujarat)
Department:	Operation
Job Type:	Full-Time
Reporting to:	Digital Marketing Manager
Experience:	Fresher's

Key Responsibilities:

- Generate creative and engaging content for various social media platforms.
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DEAN – 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.

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