

PLACEMENT NOTICE
(OF ALL PROGRAMMES)

Web Content Specialist

Walk-in Interview

Tekno Point/DEPT® is in urgent need of Web Content Specialists . Details are as below:

COMPANIES & JOB PROFILE	Tekno Point/DEPT® Website: TEKNO POINT/DEPT
JOB PROFILE	Web Content Specialists
LOCATION	Borivali
JOB TYPE	Full-Time
PACKAGE	1.80 LPA (At the time Probation) 3 LPA CTC (post successful probation period) (On basis of performance)
EDUCATION (MUST HAVE)	Graduation (any stream)
EXPERIENCE	0-1 year
PROBATION PERIOD	6 months
BOND	Two-year bond (starting from date of joining)
RETENTION BONUS	Eligible for Retention Bonus after 1 Year from Date Of Confirmation <ul style="list-style-type: none">• 1 Year completion - 25,000/- (One time)• 2 years completion - 50,000/- (One time)
SPECIAL SKILLS	<ol style="list-style-type: none">1. Must have excellent communication skills, both written and verbal2. be able to undertake research using a variety of sources3. be able to multitask and prioritize work schedules4. be computer literate and possess good keyboard

	skills 5. be interested in different methods of communication.
RESPONSIBILITIES	1. Working with Client Marketing teams and Content Teams to get most suitable assets and write up for their digital properties 2. Populate content in Digital Channels via tools (<i>Training will be provided</i>) 3. Client Communication & Management
COMPETENCY	1. Good Attitude 2. Willingness to Learn 3. Discipline 4. Time Management
<i>How to apply:</i> WALK IN INTERVIEW Date: 18th, 19th and 20th Dec 23 Time: 12:00pm Attire: Formals Documents: a) Results b) Passport size photograph c) Adhar Card Venue: Unit 405, 4th Floor, Western Edge 1, Metro Mall Bldg, Borivali East, Mumbai - 400066.	



(Vice-Principal)



(I/C Principal)