

# Vacancies

## Key roles and Responsibilities

### Assistant IT Engineer

- Formatting and installation of windows.
- Trouble shooting of hardware and network issue.
- Configuration of CCTV, NVR and checking CCTV backup daily basis.
- Attending IT related calls.
- Checking firmware of IT equipment's and update.
- Weekly preventive maintenance of all computers and printers and network racks and monthly clean all computers with blower.

### HR Executive

- Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department.
- Enter employment data into computer database.
- Track and update hourly employee leaves of absence.
- Assist HR supervisors with the hiring process, including submitting job postings online and scheduling candidate interviews.
- Coordinate logistics for new hire, orientations and employee training sessions.

### Procurement Officer

- Preparing plans for the purchase of equipment, services, and supplies, purchase orders, comparative quotations.
- Following & enforcing the company's procurement policies & procedures.
- Reviewing, comparing, analyzing, preparing comparison sheets of products and services to be purchased.
- Managing inventories & maintaining accurate purchase & pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

### Digital Marketing

- Strategy Formation, Online & Competitive Research, Understanding the online market for our Courses with respect to the competitors & gaining edge over them through an efficient online marketing strategy. Planning Monthly events for social media enhancement.
- Creating strong online presence for the admission campaigns Includes creating multiple landing pages, tracking codes enable integration with the College CRM, Content Curation, Graphics design creations, Launching Social media pages if required, Enhancing the already created pages on the website / social media etc. Video Creation if needed.
- Launching Lead Gen Campaigns Across Platforms, Multiple campaigns across platforms like Google, Facebook, Instagram, Bing Display Network, Video Marketing etc. Includes Campaign Strategy, Campaign Optimization, Graphics Creation, Ad Copy Writing, Budget Management etc.