

## Notice for Placement

### Job opportunity for Advertising & Public Relations

**Company Name:-** ASAPP Info Global Services Pvt Ltd

**Position:-** Sr. Executive / Executive – Sales (Advertisement Space Sales)

**Company Website:-** [www.asappinfoglobal.com](http://www.asappinfoglobal.com)

**Work Location:-** MUMBAI at Sewri (West), Mumbai - 400 015 (5 minutes walking distance from Sewri Railway Station & Sewri Bus Depot)

### Company Background / About Company:

ASAPP Info Global Group ([www.asappinfoglobal.com](http://www.asappinfoglobal.com)) is a 20-year old information conglomerate with 10 publications in the Construction, Infrastructure and Manufacturing/Engineering space; 11 offices across the country; an Events Division that organizes large format and high profile Awards and Conferences; and the First Smart Cities Council in India.

We also have a dedicated events division and over the years we have built amazing Properties in this space like:

- Awards given to India's Top Architect and Builders
- Awards given to India's Top Construction Companies
- Awards given to India's Top Infrastructure Companies

We have held numerous conferences on multiple subjects: Smart Cities, Smart Buildings, Ports, Airports, Equipment, Roads and Highway, Oil & Gas, Steel, Cement Expo& many more.

### Job Profile / Responsibilities for Sr. Sub Editor / Sub Editor:

- The incumbent will be reporting to the Assistant Editor / Executive / Managing Editor.
- Should be comfortable with reporting and at the desk.
- Interviewing industry leaders, attending industry specific events, conferences, exhibitions.
- Rewriting articles and writing fresh articles as well.
- Doing Feature articles which are interview-based.
- Getting pages into production as per Asst. Editor / Executive Editor's requirements.
- Associating with designers / DTP operators and ensuring an error-free & smooth production process.

**Desired Profile:**

- Person should have worked in an English publication in a similar capacity or a grade lower for at least 2 years, with a B2B industry experience of 1 year.
- Added preference for candidates having worked in a B-2-B publication, preferably Construction / Infrastructure / Engineering Industry.
- Job proficiency and commitment go hand in hand.
- Experience : 1 to 3 years (Freshers are also welcome)

**Key Skills:** Writing, Editing, Proof reading, subbing, interviewing industry people, attending events/exhibitions/press conferences

**Required Qualification:** B.A. Or M.A. English Literature / Graduate in Journalism / Mass Communication / Diploma in Advertising & Public Relations

**Experience:** 1 to 3 years (Fresher's are also welcome)

**Other / Special Requirements:**

**Remuneration:** Experienced would be up to 33-35k & for freshers would be up to 25k

**Interested Candidates can send their resume on below mention email id at the earliest:-**

**Contact Person:** - Priyanka Dalvi / Anchu M

**Email id:** - [priyanka.d@asappinfoglobal.com](mailto:priyanka.d@asappinfoglobal.com) / [anchu.m@asappinfoglobal.com](mailto:anchu.m@asappinfoglobal.com)

**Contact no:** - 022 24193026 / 022 24193065

**Corporate Office:** Sewri