

## Notice for Placement

**Job opportunity for:** Advertising & Public Relations.

**Company Name:-** Glad U Came

**Position:-** Interns and Freshers

**Company Website:-** will be live in next week

**Work Location:-** Mumbai, Andheri West

**Company Profile:** We are a young and growing fashion boutique firm based out of Mumbai. We offer Public Relation and Celebrity Engagement solutions to clients from **Luxury, Fashion, Beauty & Lifestyle.**

With an established track record for reinventing brands, we help you in:

- Launch of a new store/product
- Celebrity placements
- Celebrity gifting
- Blogger engagement
- Influencer Marketing
- Social media
- Guest listing

Whether you're an emerging / a global brand, we can create customized media solutions for you. Creating the brand visibility and accelerating your sales cycle to make a lasting impression to make your brand a memorable story.

**Job Profile / Responsibilities:** An Intern is responsible for creating Client's Monthly Reports, co-ordinating with the teammates and follow their instructions, researching on client's competitors, enhancing the list of existing Youtubers and Bloggers.

- Create, update and maintain client's Monthly reports on timely basis in pre-defined format
- Maintaining a proper inventory of all goods in office in a pre-defined format
- Co-ordinating with media/ bloggers inviting them for a particular event

**Key Skills:**

**Create, Update Monthly Reports:**

- Collect the necessary data from internal team and work on the report
- Make sure the layout and font looks impressive.
- Ensure that there are no grammatical errors in the report.

**Inventory Management:**

- Keep a track & record of inbound and outbound inventory of Client's goods or products
- Update the inventory on daily / weekly basis
- Make sure that the inventory is not lost

### **Co-ordinating with Youtubers and Media Blogger:**

- Search, identify and approach Youtubers and Bloggers for GUC's projects
- Add them to the existing list of Youtuber and Bloggers
- Follow the timelines of respective Youtubers and Bloggers to keep a tap on implementation
- Follow up with the respective Youtuber or Blogger in the event the implementation has not happened timely

### **Required Qualification:**

- BMM Graduates
- MA In Mass Media
- Diploma / Certificate Program in Advertising & Public Relations

**Experience:** 0-1 year

**Other / Special Requirements:**

**Remuneration:** 7,000/-

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

Contact Person:- Maddie

Email id:- [maddie@gladucame.in](mailto:maddie@gladucame.in)

Contact no:- 022 40111872

**Corporate Office:** 39, Second Floor, Om Heera Panna Mall, near Oshiwara Police Station, Andheri (W), Mumbai- 400 053

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