

10th August 2017.

Notice for Placement

Job opportunity for Advertising & Public Relations

Company Name:- **Probus Insurance Broker Ltd**

Position:- **PR Officer/Manager**

Company Website:- www.probusinsurance.in

Work Location:- **Goregaon (E)**

Company Background / About Company: Probus is one of the leading Insurance Broker with 251+ Crore of insurance premium in FY 14-15, customarily from the retail clients paired along with its pan-India presence and also balanced by an excellent mix of Life and Non Life Insurance business.

The lines of business it has ventured in over the last couple of years, has made Probus one of the most distinctive Insurance broker in India. Its manifold progression in all verticals has evolved Probus to become one of the principal insurance broking firms.

Job Profile / Responsibilities:

- Support internal and external branding and communication initiatives
- Responsible for content and coordination for Internal and External communications
- Responsible for Updation of content in the social media pages
- Revamping corporate branding and produce all marketing collaterals, manage the editorial panel and provide the agency with the creative brief and concise update of all relevant product information
- Creating content for supplements, brochures, intranet for global positioning / repositioning brands
- Developing strategic content in terms of regular events and internal/external communication
- Coordination with internal departments for collection of information regarding business achievements, updates etc.
- Creating, editing and proof-reading website content and content for blogs.
- Internal / External Mailers
- Preparing small video films
- Developing effective web marketing activities, mailers, newsletters, etc. for the marketing programs

Key Skills: Good Communication Skills and pleasing personality

Required Qualification: Diploma in Advertising & PR or Bachelor of Mass Media

Experience: Experienced or Fresher's

Other / Special Requirements: -

Remuneration: Fresher's : Up to 2.5 - 3 lakhs p.a.

Experienced: 25 – 30% Hike on current CTC.

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

Contact Person: - Maria Joseph – HR Executive

Email id: - hr@pibl.in

Contact no: - 2240595799

Corporate office : J1, Delta House, Cama Industrial Estate, Goregaon (East)

Mumbai – 400063