

## **Business Development Executive**

**Location: MUMBAI** 

#### Responsibilities include:

- Intensely generating leads and following up with prospects.
- Diligently communicating and priming the leads through channels like email, WhatsApp & calls.
- Initiating telephonic conversations with potential prospects.
- Carry out the sales process to attract new clients & maintain fruitful relationships with them and address their needs effectively.
- Research and identify new market opportunities.
- Assist the organization's sales and growth efforts by contributing to new customer acquisition.
- Achieving the weekly targets in a high pressure performance driven environment.
- Handling Social Media, Marketing and PR as well.



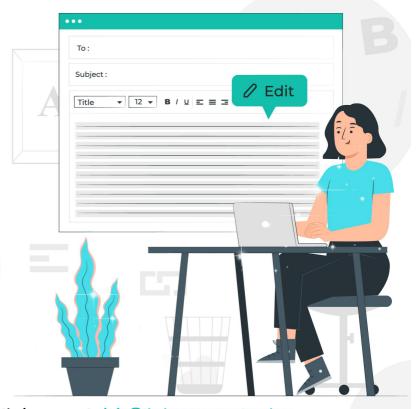


### **Content Writer**

**Location: Mumbai** 

### Responsibilities include:

- Produce well-researched content for publication online and in print.
- Organize writing schedules to complete drafts of content.
- Communicate and cooperate with the writing team.
- Develop related content for multiple platforms.
- Monitor and analyze the performance of key performance indicators (KPIs).
- Use search engine optimization (SEO) strategies in writing.





### Full-Stack Developer

**Location: Mumbai** 

#### Responsibilities include:

 Actively participate in the overall application lifecycle.

• Connect, develop and maintain a central database.

- Focus on coding and debugging.
- Collaborate with front-end developers.
- Define and communicate technical and design requirements.
- Build a high-quality reusable code that can be used in the future.
- Create sustainable and functional web applications with clean codes.
- Learn about new technologies and stay up to date with current best practices.
- Conduct UI tests and optimize performance.
- Manage the exchange of data between servers and users
- Integration of front end elements.
- Train, help, and support other team members.
- Excellent knowledge in LMS development and management.





### **Human resource Executive**

**Location: MUMBAI** 

#### Responsibilities include:

 Handling back-end/administration tasks related to HR

- Co-ordinating with operations
- Understanding the team requirements for new or open positions
- Utilizing all avenues including job portals, campus placements, referrals, etc. to attract the best candidate.
- Managing the early recruitment process to hire across varying positions, including marketing, business analysis, operations, sales & business development, and more
- Setting expectations of the new team members so that they understand the job requirements and deliver to the best of their capabilities.





## **Marketing Executive**

**Location: MUMBAI** 

#### Responsibilities include:

- Performance Marketing
- SEO/SEM (Website)
- Affiliate Marketing
- Influencer Marketing
- College Webinars/Partnerships (whenever you approach a college for a webinar, it should mention a partnership)
- School Webinars/Partnerships
- Coaching classes/Consultancies
- Brand Collaborations/Partnerships
- Placement Cell
- MIP Program
- Social Media Marketing
- PR (Print media, digital media, outdoor, radio)
- ORM
- Referrals





### **Operations Executive**

**Location: MUMBAI** 

### Responsibilities include:

Client Management

 Helping the HR team in arranging demos for new candidates

 Creation of monthly plans and calendars, scheduling monitoring the online meetings once in a while

- Set the google drive folders, management of documents and hygiene of sheets.
- Making sure that the client has received receipts, letters, certificates, material and acknowledgement of the essentials for every batch.





### Web Developer

**Location: Mumbai** 

### Skill(s) required:

CSS, Firebase, HTML, JavaScript, MongoDB, Node.js, ReactJS

#### Responsibilities include:

Actively participate in the overall application lifecycle

- Connect, develop and maintain central database
- Focus on coding and debugging
- Collaborate with front-end developers
- Define and communicate technical and design requirements
- Build a high-quality reusable code that can be used in the future
- Create sustainable and functional web applications with clean codes
- Learn about new technologies and stay up to date with current best practices
- Conduct UI tests and optimize performance
- Manage exchange of data between servers and users
- Integrate the front end elements
- Train, help, and support the other team members





### **Operations Intern**

**Location: Mumbai** 

**DURATION:** 4 months

#### Responsibilities include:

• Client Management

 Helping the HR team in arranging demos for new candidates

- Creation of monthly plans and calendars, scheduling monitoring the online meetings once in a while
- Set the google drive folders, management of documents and hygiene of sheets.
- Making sure that the client has received receipts, letters, certificates, material and acknowledgement of the essentials for every batch.
- HR Co-ordination





## **Marketing Intern**

**Location: Mumbai** 

**DURATION: 4 months** 

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- Performance Marketing
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### **Business Development Intern**

**Location: Mumbai** 

**DURATION: 4 months** 

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- Achieving the weekly targets in a high pressure performance driven environment.





## Web Developer Intern

**Location: Mumbai** 

**DURATION: 4 months** 

Skill(s) required:

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### Full-Stack Developer Intern

**Location: Mumbai** 

**DURATION:** 4 months

#### Responsibilities include:

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- Build a high-quality reusable code that can be used in the future.
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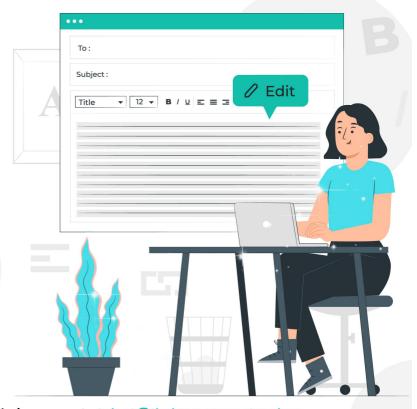
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**Location: Mumbai** 

**DURATION: 4 months** 

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## Graphic design intern

**Location: Mumbai** 

**DURATION: 4 months** 

### Responsibilities include:

 Delivering real time designs relevant to social media platforms which engages the audience (Facebook, Instagram etc.)

- Understand and maintain The Language Network's brand standards when executing all creative material
- Collaborate with the team to ensure consistency of designs across various media platforms
- Ability to create animated GIF's





### Human resource intern

**Location: Mumbai** 

**DURATION: 4 months** 

### Responsibilities include:

 Handling back-end/administration tasks related to HR

• Co-ordinating with operations

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Utilizing all avenues to attract the best candidates

 Managing the early recruitment process to hire across varying positions.

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