

## Notice for Placement

**Job opportunity for** Diploma in Advertising & Public Relation

**Company Name:-** Xtreme Media Pvt Ltd

**Position:-** Public Relations Executive

**Company Website:-** [www.xtreme-media.in](http://www.xtreme-media.in)

**Work Location:-** Wadala

### **Company Background / About Company:**

Xtreme Media has been industry leader in providing LED displays, since last 20 years. With extended Digital Signage Solutions, we have become 360° provider of Digital Signage & LED Wall solutions. We provide end-to-end digital signage solutions to reputed clients such as Indian Railways, Bombay Stock Exchange, National Stock Exchange, Mumbai International Airport and numerous other clients in the private & public sectors.

We believe in our vision to eradicate the communication barriers in any business by providing them a highly effective digital tool (hardware, software and content) to correspond with their customers and employees over a private network. Our key asset is our professional team who invents and reinvents technology for convenience.

### **Job Profile / Responsibilities:**

- ☐ Monitoring the media; including newspapers, magazines, journals, broadcasts, newswires, social media sites and blogs, for communication opportunities
- ☐ Researching, writing, distributing and promoting press releases and news stories to targeted media
- ☐ Collating, analysing and evaluating media coverage
- ☐ Relationship building and networking with clients and the media
- ☐ Event management, including press conferences, exhibitions, trade fairs, awards and promotional events
- ☐ Coordinating with external teams such as studio or location photography, videography, sound dubbing-editing and other related teams for creating promotional video material
- ☐ Commissioning market research;
- ☐ Undertaking research for new business proposals and presenting its report to management
- ☐ Creating promotional material targeted to internal and external public

- Preparing regular PR reports
- Managing the PR aspect of a possible crisis situation

**Key Skills:**

- Thorough understanding of branding principles and approach
- Fluent communication (spoken and written), influencing personality, passionate
- Good knowledge of industry related technologies
- Ability to handle projects individually and with team

**Required Qualification:** Diploma in Advertising & Public Relations

**Experience:** NA

**Other / Special Requirements:** Internship done in similar are will be preferred

**Remuneration:** CTC Upto 1,80,000/- per annum

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

**Contact Person:** - Swati Manjrekar

**Email id:** - [swati.manjrekar@xtreme-media.in](mailto:swati.manjrekar@xtreme-media.in)

**Contact no:** - 022-24120398/399/400 Mob: 9619745532

**Corporate Office:** B-21, Shri Ram Ind. Estate, G.D.Ambekar Road,  
Wadala (W), Mumbai - 400031.