

Suryadatta Education Foundation's
Suryadatta Group of Institutes

Name of the company : SEF's Suryadatta Group of Institutes
Location / Campus : Bavdhan, Pune
For whom : PGDM / MBA
Position : Digital Officer

About the company :

Suryadatta Education Foundations' , Suryadatta Group of Institutes , has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defense, Beauty & Wellness, Vocational & Advanced Studies, PhD centre etc.

Various academic and social institutes under the SEF aegis are growing and need professionals to be a part of their growth. For details refer www.suryadatta.org

Job Profile :

1. **Social Media** : Prepare and execute Social media campaigns for the Group of institutes under guidance from concerned director.
2. **Website** : Conduct changes in website content from time to time. Support in website design as and when needed.
3. **Digital Marketing** : Coordinate with Digital Marketing agencies for planning and execution of Digital Marketing campaigns as per requirement.
4. **Coordination**: Coordinate with faculty members, students, directors for Digital activities.
5. **Support planning and coordination** of Digital and Social media activities for the Group of Institutes.
6. **Record keeping** : Keeping records for all the above
7. **Compliance and Reporting** : Submit a daily report of the activities. Submit a weekly report of the compliance /deviations and consolidated statement of work done against plan

No. of positions : Two (2)

CTC : Rs. 3.6 to Rs. 4.32 lakhs p.a. depending upon proficiency and qualification /percentage

Selection criterion :

1. Good communication skills
2. No Backlog in Graduation and Post Graduation throughout. Digital Marketing Qualification preferred.
3. I.T. Skills viz. MS Word, Excel, PowerPoint and Digital / Social media skills required
4. Experienced candidates shall be preferred. However, fresher can also apply.
5. Selection process : Personal interviews

Date : 16.01.2020

Interested candidates should apply by 30.01.2020 by sending their resume and relevant documents on support@suryadatta.edu.in or send their resume with documents to the Director HR, Suryadatta Group of Institutes, Patil Nagar, Bavdhan, Pune - 411021