

Urgent Recruitment for Urbanwale Servicetech India LLP

S. No.	Name of the Position	Essential Qualification and Experience	Scope of Work	Salary
1	Office Assistant (Female)	<p>BBA/BCA/B. Com/BSC-IT with a minimum of 1 years' experience in relevant filed.</p> <p>Skill Requirements:</p> <ul style="list-style-type: none"> -Should possess supervisory skills, -Excellent written and verbal communication skills. -Good knowledge of MS Office -Excellent organizational and time management skills -Good understanding of office management skills 	<ul style="list-style-type: none"> - Handling incoming calls and other communications. - Overseeing office works and day to day operations - Monitoring through dashboard and preparing reports. - Coordinating with field teams and assisting them with the data. - Schedule and plan meetings and appointments with service providers. - Resolve office-related malfunctions and respond to requests or issues - Maintain trusting relationships with service providers, customers and colleagues. - Perform receptionist duties when needed 	07K – 9k
2	Marketing Assistant	<p>BBA, MBA with at least 1 years' experience in marketing</p> <p>Skill Requirements:</p> <ul style="list-style-type: none"> -Excellent written and verbal communication skills. - Team work skills and ability to lead -Experience of making and developing marketing strategies -Understanding of customer and market scenario -Ability to work under pressure and tight deadlines. 	<ul style="list-style-type: none"> - To build brand awareness, assist in acquiring service providers and customers on the platform. - Conducting market research and drawing out the specifications in respect to products or services. Check the market requirements thoroughly. - Development of monthly marketing plan. - Maintain and build professional relationship with internal and external stakeholders of the company - Work in various fields of marketing including Social Media, Outreach Marketing, and Digital Marketing. - Make fortnightly/monthly reports and presenting it to the reporting officer. 	7K – 11K (Including performance-based incentives)