

PLACEMENT DRIVE NOTIFICATION

Company	Recruit CRM
About the Company	<p>Recruit CRM is a fully remote SaaS (Software as A Service) company. We have dual headquarters in New Jersey (USA) and Pune (India). With a customer base across 75+ countries, we are growing 200% YoY.</p> <p>Our software is the most trusted ATS + CRM for recruiters globally and we have been recognised as the frontrunner in the recruitment agency software category by GetApp and Software Advice. We are a team of 40 + folks now and we plan to ramp up to 80 by Mar 22.</p> <p>Website: www.recruitcrm.io</p>
Job Title	<ol style="list-style-type: none"> 1) Content Writer 2) Digital Marketing 3) Graphic Designer 4) Video Jockey/Anchor 5) Trainee Software Engineer 6) Customer Success Associates
Job Description	<p>1) Content Writer</p> <p>We are looking to hire a dedicated content writer to create content for blogs, articles, product descriptions, social media, and the company website. The content writer's responsibilities include evaluating analytics to adjust content as needed, regularly updating the company's website, and promoting the company blog by pitching articles to various third-party platforms.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Create content in different formats - blogs, articles, and social media posts, e-mailers, • SEO content, website pages, scripts for videos, podcasts, case studies etc. Create writing schedules and complete allocated tasks within deadlines. • Conducting in-depth research on industry-related topics in order to develop original content. • Learn and utilise industry best practices to create new content ideas. Identify customers' needs and recommend new content on a regular basis. • Editing and polishing existing content to improve readability. • Conducting keyword research and using SEO best practices to increase traffic to the company website. • Creating compelling headlines and body copy that will capture the attention of the target audience. • Communicate and collaborate with other internal teams to gather information for creating content. • Strong attention to detail and ability to multi-task projects and deliverables. <p>What will you do as a content maven?</p> <ul style="list-style-type: none"> - Write some real cool stuff. - Contribute to our blog and other content feeds. - Read and learn something new, everyday! <p>2) Digital Marketing</p> <p><u>So, what is this role all about?</u></p> <p>We are looking to hire bright and enthusiastic Digital Marketing Executives to join our media team. The role will give you exposure to multiple digital marketing operations. You will work closely with other teams to enhance our digital presence, build brand and thought leadership.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Build, maintain and monitor our social media presence. • Be actively involved in SEO efforts (keyword, image optimization, on page SEO etc.) • Manage and actively participate in multiple online forums and communities.

	<ul style="list-style-type: none"> • Identify new trends in digital marketing and share newer ideas to accelerate growth. • Measure and report performance of all digital marketing campaigns, and assess against the planned goals. <p>3) Graphic Designer We are looking for “Graphic Designer – Freshers” to create engaging graphics and videos for a variety of media platforms.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Create and design various materials for website, social media, video distribution etc. • Ensure projects are completed with high quality and on schedule • Establish creative direction for the company as well as brand guidelines • Prioritize and manage multiple projects within design specifications • Perform retouching and manipulation of images • Work with a wide range of media and use graphic design software <p>4) Video Jockey/Anchor <u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Conceptualizing, writing, filming different types of videos and producing content in different video formats. • Conducting online interviews with our customers and influencers. • Undertaking thorough research before creating the video. • Actively conducting QnA’s and live sessions. • Ideating and writing engaging scripts. • Uploading videos on different platforms and monitoring engagement, views, subscribers and traffic. <p>5) Trainee Software Engineer - BCA / B.Sc.IT/ MCA We are looking for “Trainee Software Engineers.” As a trainee, you will be involved in all aspects of software development. You will be an integral part of the engineering team.</p> <p><u>Key Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Work closely with software developers to develop the best implementations 2. Develop efficient, reusable, reliable, and scalable software 3. Build features and modules from scratch 4. Maintain existing features and modules 5. Key skills Java/Php/Python <p>6) Customer Success Associates Exceptional customer service is a reflection of our brand, mission and values. We are looking for individuals who will deliver exceptional customer service to ensure that clients always leave “Wow, that was amazing!” feeling after every interaction with us.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Manage incoming client questions over text & video calls • Identify and assess customer needs & communicate them with the rest of the team • Handle user issues, deliver solutions and alternatives workarounds to help them achieve their goals • & then follow up to ensure success. • Follow communication procedures, guidelines and policies • Build relationships and trust with customers through engaging conversation. • Go the extra mile to engage customers feel like this is the best service they have ever received.
Job Location	Remote (Work from Home)
Eligible Degrees	Any UG / PG
Eligibility Criteria	No marks criteria
Desired Skills	<p><u>Digital Marketing</u> Graduate in marketing, or related field</p> <ul style="list-style-type: none"> • High proficiency in written and spoken English • Awareness about digital marketing • Eye for detail • Keen learner with the ability to take ownership and work independently

Other Details	<p>Why Should You Choose to Work with Us?</p> <ul style="list-style-type: none"> - Fully remote company, everyone works from home. - Flexibility to choose your work timings. - Radically transparent in processes and communication. - Conducive work culture. - Unlimited growth opportunities. - Highly competitive pay and ESOPs. - Loved by customers and employees alike. <p>Training Period – 3 Months Type – Full time Work Hours – 8.5 Hours</p>
Compensation (CTC)	<p>Rs. 5.00 LPA Rs. 7.00 LPA (Trainee Software Engineer)</p>
Internship stipend	<ul style="list-style-type: none"> • Rs. 12,000 per month - Content Writer/ Digital Marketing/ Digital Marketing/ Video Jockey(Anchor)/ Customer Success Associates • Rs. 15,000 per month - Trainee Software Engineer
Selection Process	<ol style="list-style-type: none"> 1. Screening/Shortlisting/2-minute Introduction video 2. Online Test / Assignment 3. Interview with Dept. Head 4. Final Interview with The Founder
Date of Interview	Will inform later
Venue	Online/Virtual
Where to apply?	<ol style="list-style-type: none"> 1) Content Writer – https://recruitcrm.io/apply/16419649233880015558WFa 2) Digital Marketing- https://recruitcrm.io/apply/16461574683470015555TDb 3) Graphic Designer – https://recruitcrm.io/apply/16424078271780015558IUm 4) Video Jockey/Anchor - https://recruitcrm.io/apply/16419658846000015558rTM 5) Trainee Software Engineer: https://recruitcrm.io/apply/16406693940070015555QTR 6) Customer Success Associates: https://recruitcrm.io/apply/16486231314010015555TDI