

**Candidates are invited for the position of Business Executives (Contract) and Administrators (Contract) in the Foundation for Innovation and Entrepreneurship Development.**

**Number of Vacancies – Multiple**

**Job Location - Kashipur**

**Terms and Conditions are as follows:**

**Apply at the following link only : <https://forms.gle/2upqD75Ecz2h91yF6>**

**Qualification and Experience:** BTech/MBA/Any other relevant Masters degree from a recognized university. Good verbal and written communication skills. Strong literacy in computer, MS Office and Internet. Minimum experience of one year is required for applying. Experience of working in an incubation centre will be highly preferred.

**Salary Range:** INR 20000 - 40000 consolidated

**Job Description for Executive/Administrator (Digital Marketing):** The candidate will be on the rolls of FIED. The candidate should be

- Well-versed in SEO, SEM, SMM, SMO, PPC, email marketing.
- In depth knowledge of utilizing the right types of social media for different types of clients and market spaces.
- Capable of developing and implementing effective SEO/SMM strategies with the goal of producing high organic rankings on major search engines and generating increased targeted web traffic.
- Can make paid campaign for social media sites(Facebook, Instagram, Youtube and google ad)
- Experience in developing interactive and dynamic multi-media content (written, film or audio)

- Excellent writing and proofreading skills for the web.
- Knowledge of content management systems
- Experience of Photoshop, Illustrator and other designing softwares.
- Capable of designing posters and graphics for online and offline campaigns.

**Job Description for Executive/Administrator (Event Management):** The candidate will be on the rolls of FIED. The candidate should be

- Capable of organizing large events
- Able to foster relationships with colleges and corporates
- Able to communicate well in English
- Have experience in managing trainings or have worked in an HR role earlier

**Contract:** These positions are contractual and valid only upto 31.03.2023. The contract may be extended further subject to satisfactory performance of the candidate and extension of the project. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.