

Job Description Digital Marketing Executive

Important Note

- Please note there are Two Salary / Stipend Structures for all Employees / Interns :
 - A. Target Based Salary / Stipend Structure:** All benefits and perks, such as stipend or salary, will be subject to the monthly functional targets achieved by you as an employee or intern during the employment or internship period. **Delay in Monthly Functional Targets Achieved by Employee / Intern will lead to Delay in Salary / Stipend by BuziBrAIns.**
 - B. Fixed Salary / Stipend Structure:** Candidates who clear the interview rounds with excellent grades might be exempted from the functional target salary structure. Such candidates will be considered under a **Fixed Salary structure**, with separate rules explained at the time of joining.
- Working mode (work from home, hybrid, or work from office) will be mutually decided by the candidate and the reporting head or team coordinator. The number of days the candidate needs to come to the office will be decided mutually after the candidate starts working.
- Employees / Interns joining us should sign the undertaking for “**Minimum Service Period**”. Candidates who do not want to sign a bond or undertaking for a minimum service period may opt for an OPEN JOINING type. Details will be provided after selection. **Open Joining is allowed ONLY for Certain Positions.**

Detailed Roles & Responsibilities

Position Title :- **Digital Marketing Executive**

- Create and manage social media accounts for ShowDoctors & BuziBrains
- Bring significant number of Followers / Subscriber for ShowDoctors and BuziBrains Social Media Accounts. (FaceBook/Insta/Linkedin/YouTube etc.)
- Creating Certain Number (Min 10) Of Post/Feed/Stories for Clients. Generate & increase significant number of followers for new or existing stories and posts created. Client Details would be given only to dedicated and deserving interns*.
- Write content for posts and stories on all social media platforms. Create & posts videos, flyers on all social media platforms (all basic information and content will be provided)
- Social media content creation & Promotion for BuziBrAIns Clients. Video Clips or flyers creation task.
- Achieving business targets in terms of the number of post or stories as well as the contributing towards company's growth as well as his position in the company hierarchy.

Interview & Joining Process

Interview & Joining Process Will be As Follows:

- JD & Position Re verification by our HR.
- Round I: Written Test Based On JD PDF & Management Topics.
- Round II: Personal Interview in Office / Online.
- Technical Understanding Of A.I.M.S.

	<p>5. Salary / Stipend Discussion with Functional Target & Joining Types Clarification.</p> <p>6. Documents Submission depending on the joining type selected by candidate.</p> <p>7. Start of Work</p>
Job Types	Full-time, Part-time, Fresher, Internship, Freelancer.
Benefits & Perks	<ul style="list-style-type: none"> • Experience Certificate / Letter Of Recommendation For Interns / Freelancers • Salary Or Stipend • Performance Bonus • Timely Promotion
Preferred Candidate Location	Candidates who can relocate to Bangalore. Work From Home or Own City allowed after Joining & Induction. Final decision about work from home is reserved by management.
Take Home Salary Range	<p>₹ 15,000/- To ₹ 25,000/- Per Month - (Negotiable For Right Candidate).</p> <p>CTC Range For Full Time : ₹ 2.00 Lacs To ₹ 4.00 Lacs Per Annum - (Negotiable For Right Candidate).</p> <p>Please note CTC & Take Home Salary will different. You can Search On Internet to know the difference as these are general terms.</p>
Monthly Functional Target	1. Certain No. Of Calls (Minimum. 50 To 200 Calls Daily)/ Projects / Assigned Tasks Worth Revenue Amount linked to take home salary / stipend / other benefits & Perks.
Stipend Range For Interns	Rs. 6,000/- To 9,000/- For Interns (We calculate and issue the stipend even if the complete target is not achieved but the intern must achieve more than the functional target required for Certificate & LOR.)*
Work Location	Bangalore Office / HYBRID / College Incubation Center / Work from HOME / Online. Candidates can work from home after selection.
Internship Duration	Minimum 1 Month To 6 Months (Can be Extended Based on performance)
Employee Minimum Service Period	1 Year
Employee Probation Period	3 Months (Can be extended up to 6 months)
Working Hours	Flexible. Minimum 2 To 8 Hours
Project Skills & Qualifications Required	<p>❖ Non Technical Position</p> <p>All Students Pursuing Degree / Post Degree, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, MS Office, Email Marketing, Excellent Communication Skills, Talent Acquisition Skills, Target Oriented Approach.</p>

Important Terms & Conditions Applicable To All Staff

1. Packages include Take Home Salary For Candidate not the CTC. *All Packages are negotiable and discussed during the interview.*
2. Job profile & Responsibilities may vary time to time depending on the candidate's skills and company's requirements.
 1. Employees joining us should sign the undertaking for **“Minimum Service Period”**. **Open Joining is allowed only for Certain Positions.**
 2. Candidates should be flexible enough to relocate to other parts of India in case if required.
 3. Candidates should be adoptive and willing to learn A.I.M.S.(Artificial Intelligence Management System).
 4. Candidates should be hardworking and willing to travel to the customer place in the required scenario.
 5. The decision for the On Job Training (OJT) and other skills enhancement workshops will be taken by the Regional Reporting Head Of Company.