

MSK Consultants and Engineers (P) Ltd



Office Administrator and Online Researcher| Hyderabad

Expereince-0-2 Yrs

You:

Job Description :

- This position is for our USA office
- Will be in communication with USA office and taking down and completing tasks assigned.
- Prepare marketing material and newsletters
- Avid google researcher.(Ability to search Google and make a list of potential clients (such as identifying and making a list of day care franchises in New Jersey))
- Craigslist - Compose and post ads on craigslist for selling vehicles/ property for lease, etc
- Small graphics as needed - Preparing small graphics/ letter heads for LLCs in a drawing tool and data entry
- Property search - Need to identify good properties to invest and send offers in NJ,USA. Training is provided for the same, however candidate should be fairly intelligent and quick learner
- Timings-**6.30pm IST to 3.30am IST** Mon- Fri. Timings subject to change by 1 hr based on day light savings changes

Skill Sets :

- Excellent Written & Verbal Communication Skills
- Persuasion & Determination
- Self Confidence & Aggression
- Organised and planned
- MS office tools
- Problem analysis and problem-solving
- Information management
- Formal presentation skills
- Adaptability
- Innovation
- Smart Google searcher
- Judgment & Decision-making skills
- Good typing speed

We:

- Are a young organization and the workplace is an extension of our families back home.
- Mondays and Fridays have the same effect on us.
- Value positive vibes, honesty, sense of judgement, empathy and self-motivation.
- Believe in experimentation and don't think of new things as daunting enough to take up at any point in time.
- Are looking for driven and focused individuals.
- Will be more than happy to hear from you.

Compensation:

Depends on Experience and will be decided upon placement (Range- 1.8 L to 2.4 L CTC)

Apply:

Please send all Resumes to mskcepl@gmail.com or apply online at www.mskce.com