

Dear Candidate,  
Greetings of the day!

Job Title: **Communications Specialist**

We are looking for a young dynamic, high-energy, broad minded, easy adaptive individual with influencing skills to convenience the target audience.

### **Job Description**

We are looking for a Communications Assistant to provide administrative support to various teams and programs. Editing and writing company materials will be an important part of your job.

In this role, you should be an excellent communicator with strong attention to detail. Ultimately, your goal will be to help ensure clear communication of our company's message across all channels.

You will have excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment. To ensure success, Communications Specialists should be innovative, organized and self-motivated with a keen interest in driving strategic messages to key internal and external role-players.

### **Responsibilities**

- ↔ Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- ↔ Acquire and maintain a detailed knowledge of the company's policies, principles and strategies, and to keep up-to-date with relevant developments.
- ↔ Facilitate the resolution of disputes with external role-players.
- ↔ Build and maintain relationships with key external role-players.

### **Requirements**

- ↔ Proficient command of English
- ↔ Excellent written and verbal communication skills.
- ↔ Works well under pressure and meets tight deadlines.
- ↔ Highly computer literate with capability in email, MS Office and related business and communication tools.
- ↔ Proven social media and networking expertise.
- ↔ Strategic and creative mindset.
- ↔ Meticulous attention to detail.
- ↔ Good time management and organizational skills.
- ↔ Solid understanding of project management principles

## Perks and Benefits

- ↔ **Salary** approximately INR 15,000 / Month with added privileges
- ↔ **Six (6) months of probation period** is mandatory and after the successful completion of the probation period will entitle to enjoy **free accommodation** at base location for outsiders and will be eligible for **corporate family health insurances**, etc

**Functional Area:** Business Development

**Role Category:** Corporate

**Role:** Communication Specialist

**Employment Type:** Full Time, Permanent

## Education Qualification

**For candidates interested in Communication Specialist, graduation is not a constraint**

**UG:** Any Graduate in Any Specialization

**PG:** Any Postgraduate in Any Specialization

**Preferred Gender:** Female

## Required Candidate profile

- ↔ Candidates should have **profound knowledge in English & Hindi** is compulsory.
- ↔ Candidates willing to travel and ready to relocate are highly preferred & considered on a priority basis
- ↔ Should be able to undertake substantial national **travel** as the candidate may be considered to be posted in our PAN India operations
- ↔ **Personal characteristics** (include not limiting to) - Passionate, Professional, Reliable, Assertive, Collaborative, Proactive and Innovative.

## About the Company

**Rosary Multi Co** is a company working from Coimbatore, Tamil Nadu, focusing on sectors like Textile, Bio Energy, Agriculture, Healthcare & Real Estate industry. As a part of our national expansion program, we are exploring the opportunities for a successful business in the North-Eastern states of India, and for the same, we are planning for this recruitment drive.

**For any queries you may contact the following,**

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