

**Unica Solutions Pvt Ltd**  
**(National Award winning organisation for its innovations in**  
**Academic industry)**

**PROJECT**

UNIAGENTS, World's largest Application Management Engine Platform for institutions from over 70 countries, which was owned by Unica Solutions Pvt Ltd but now established as an independent identity through a major Joint venture in the UK..

It's a very fast growing organisation in field of education technology and services. For more information visit: [www.uniagents.com](http://www.uniagents.com)

**JOB DESCRIPTION**

<b>Job Title:</b>	Content Writer
<b>Salary:</b>	Attractive Salary. Best in Industry
<b>Location/Base:</b>	Pushpanjali Enclave ( Near Karkarduma Metro station on Blue line and Dilshad Garden on Red line ) Pick and Drop from the Metro Station Provided
<b>Directorate/Dept:</b>	Creative
<b>Reporting to:</b>	Project Head
<b>Working Hours /days:</b>	Monday – Saturday 10 am – 7 pm

**JOB PURPOSE / SUMMARY**

*We are looking for candidate who can work as a team to implement various communication solutions. He/she shall be responsible to create and develop unique contents for websites, brochures, newsletters, blogs, and social media. Candidates are expected to create structure and deliver compelling content for internal and external communication. Write to a style guide conforming to branding, messaging, editorial. Able to work on content based offline/ online platform. Candidate shall be entrusted with complete responsibility of the designated project from start till completion.*

## **DUTIES AND RESPONSIBILITIES**

- *Writing content for websites, blogs, articles, print & online media.*
- *Editing and proof reading content.*
- *Finding and developing new ideas for web content.*
- *Creating tag lines for Web sites and print designs.*

## **SKILLS**

- *Excellent written and verbal skills are essential.*
- *Writes and posts content online; maintains company Web pages and blog(s).*
- *Grammatically sound and proof reading skills.*
- *Experience in writing for the Web, content management and internet research.*
- *Creative and detail oriented.*
- *Languages to be known: English.*

## **POLICY & SERVICE RESPONSIBILITY**

NA

## **ADMINISTRATIVE/ MANAGERIAL RESPONSIBILITIES**

*The post holder has any responsibility for management, supervision of the task allocated within the team or by Project supervisor. Position Holder is responsible for assessments after training and development provided by the company. Once the Project starts to grow the Position Holder may be required to be responsible for recruitment, appraising and disciplinary matters of new recruits on the project vertical. It is a fast growing position and company would expect the position holder to reach middle level management position within 12 months. It's a semi incubation centre so invest made in training the position holder for Key management skills and Business development skills must be demonstrated in the work and the position holder must have the drive to grow quickly both in terms of responsibilities and hierarchal position in the organisation.*

## **INFORMATION RESOURCES**

*Position holder will be trained regards to inputting data, maintaining information systems/databases and report writing.*

## **MENTAL EFFORT**

*Good concentration required, unpredictability and interruptions shall not be expected as reasons for not meeting deadlines. The position holder must have capabilities to remain focused and develop crisis management skills.*

## **THE WORKPLACE:**

*The post-holder is likely to be based at the Sales , Training and Project Development Unit in Delhi ( Near Karkarduma Metro Station ) and other bases they will be*

*required to travel to includes Noida and South Delhi but the travel is not frequent. There may be international and national travel depending on the allocated project but all travel and expenses are paid by the company.*

### **EQUAL OPPORTUNITIES**

*The Organisation is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the Organisation and whilst undertaking their duties.*

### **HEALTH & SAFETY AT WORK**

*Position holder must get self insured to cover any kind of risks.*

### **CONFIDENTIALITY**

*The post holder will maintain confidentiality when dealing with sensitive material and information, but will encourage people to be open and raise concerns.*

### **DATA PROTECTION**

*All staff must be aware of the Data Protection Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and the individual may be prosecuted. Disciplinary action will be taken for any breach.*

### **MOBILITY/FLEXIBILITY**

*Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the organisations establishments within the geographical area of NCR.*

### **NO SMOKING POLICY**

*The organisation operates a smoke free policy which means that smoking is not allowed anywhere on organisation site.*

**HR Team**

**Unica Solutions Pvt Ltd.**

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