Greetings from Blitz Jobs,

We are looking for candidates for an internship which would help them build their skills and knowledge.
The selected candidates will be working with the founders.
We look forward to a mutual corporate relationship.

Company Name: Blitz Jobs (7X Ventures)
Internship start date: 1st January 2021/15th January 2021
Duration: 3 Months (Work from home)

Perks for the candidates
* Internship Certificate
* Letter of Recommendation
* Appreciation Certificate

Please find the available projects below for the internship.

Below are the different projects as per roles.

Project 1- Business Developer

1. Helping the company to engage in business with clients.
2. Identifying prospects by reading telephone and zip code directories and other prepared listings.
3. Calling prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies as a part of telemarketing.
4. Completing orders by recording names, addresses, and purchases; referring orders for filling.
5. Securing information by completing database backups.

Project 2- HR Generalist

1. Hiring of the candidates for Marketing Internships
2. On-boarding
3. Time Attendance
4. Induction
5. Client Acquisition
6. Exit Formalities.

Project 3- MIS (Management Information System)

Selected intern's day-to-day responsibilities include:
1. Handling project data management
2. Handling back end operations
3. Working on data entry
4. Preparing MIS report on Excel
5. Making and receiving calls

Project 4- Android Developer
1. Design and build advanced applications for the Android platform
2. Collaborate with cross-functional teams to define, design, and ship new features
3. Work with outside data sources and APIs
4. Unit-test code for robustness, including edge cases, usability, and general reliability
5. Work on bug fixing and improving application performance
6. Continuously discover, evaluate, and implement new technologies to maximize development efficiency
The candidate must have previously worked on developing any applications and should have hands on experience of that.

Project 5- Content writer
1. Create content marketing campaigns to drive leads and subscribers Use SEO best practices to generate traffic to our site
2. Regularly produce various content types, including email, social media posts, blogs, and white papers
3. Actively manage and promote our blog, and pitch articles to relevant third-party platforms
4. Edit content produced by other members of the team
5. Analyze content marketing metrics and makes changes as needed
6. Collaborate with other departments to create innovative content ideas

Project 6- Graphic Designer
1. Study design briefs and determine requirements
2. Schedule projects and define budget constraints
3. Conceptualize visuals based on requirements
4. Prepare rough drafts and present ideas
5. Develop illustrations, logos, and other designs using software or by hand
6. Use the appropriate colors and layouts for each graphic
7. Work with copywriters and creative director to produce final design
8. Test graphics across various media
9. Amend designs after feedback
10. Ensure final graphics and layouts are visually appealing and on-brand

Project 7- UI/UX Designers
UI/UX Designer responsibilities include gathering user requirements, designing graphic elements, and building navigation components. To be successful in this role, you should have experience with design software and wireframe tools. If you also have a portfolio of professional design projects that includes work with web/mobile applications, we'd like to meet you.
Ultimately, you'll create both functional and appealing features that address our clients' needs and help us grow our customer base.
Responsibilities
1. Gather and evaluate user requirements in collaboration with product managers and engineers
2. Illustrate design ideas using storyboards, process flows and sitemaps
3. Design graphic user interface elements, like menus, tabs and widgets
4. Build page navigation buttons and search fields
5. Develop UI mock-ups and prototypes that clearly illustrate how sites function and look like
6. Create original graphic designs (e.g. images, sketches and tables)
7. Prepare and present rough drafts to internal teams and key stakeholders
8. Identify and troubleshoot UX problems (e.g. responsiveness)
9. Conduct layout adjustments based on user feedback
10. Adhere to style standards on fonts, colors and images.

Requirements
1. Proven work experience as a UI/UX Designer or similar role
2. Portfolio of design projects
3. Knowledge of wireframe tools (e.g. Wireframe.cc and In Vision)
4. Up-to-date knowledge of design software like Adobe Illustrator and Photoshop
5. Team spirit; strong communication skills to collaborate with various stakeholders
6. Good time-management skills
7. BSc in Design, Computer Science or relevant field

Project 8 - Digital Marketing
1. Community management: designing social media campaigns, creating social media content, answering customer's comments or questions (Facebook, Twitter, LinkedIn, Instagram...).
2. Managing the company's official website.
3. Writing content for the company's blog or website.
4. Creating content for mail diffusion (newsletter...) or online diffusion.
5. Follow-up and improvement of SEO.
6. Helping the marketing team to follow-up and improve the digital marketing strategy.

Project 9- WEB DEVELOPMENT INTERN

Duties & Responsibilities:

1. Write custom HTML, PHP, CSS and JavaScript for existing websites and applications.

2. Design, recommend and pitch improvements to new and existing features.

3. Assist in troubleshooting issues on web-based systems.

4. Update and edit website content, posts and pages.

5. Provide technical support related to web-based systems to internal teams.

6. Test and give feedback on new and existing technologies.

7. Create prototypes and experiment with new technologies and features as assigned.


Please note-
1. BlitzJobs is providing Work from home internship for the profiles mentioned above in JD.
2. The duration of the internship is 3 months.
3. No stipend would be provided.
4. Date of Joining would be from 1st January'2021 and 15th January'2021.
5. Telephonic round of interview would take place between an allocated time slots.
6. Please share an excel sheet of interested candidates containing - Name, contact no, Email id, Profile interested in, Date of birth, Gender.


We look to hear from you soon.


Regards,
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