



**Deccan Education Society's
DES Central Office**
DES Campus, Pune – 411 004
Contract: (91) (020) 6787 6000, 6787 6090

Careers

Applications are invited from the candidates for the post of 'Digital Marketing Executive' at **D. E. Society, Pune**. Candidates having acquired necessary academic and professional qualifications and fulfilling other conditions applicable, may apply.

Apply in two simple steps 1] Fill the basic details in online form 2] Email your resume to des.hr@despune.org

Designation	Job Description	Qualification / Skills
Digital Marketing Executive	<ul style="list-style-type: none">• Work closely with the Core Committee to design, develop and run various digital Marketing activities.• Develop and execute innovative strategies for outreach and on-boarding of targeted audience• Ensure conduct of meetings and with various unit heads to understand their specific requirements in terms of digital marketing.• Manage the day-to-day interactions and operations necessary to implement digital marketing strategy, and all other relevant activities.• Responsible for gathering relevant information for various units and posting it on their website through internal / external resources. The idea is to keep the websites of all DES Units live and updated.• Provide information for management reporting and prepare reports as necessary.• Perform as a liaison between all stakeholders	<ul style="list-style-type: none">• Graduate / Post Graduate with Digital Marketing certification / Diploma, Exposure to SEO, CTP• Good understanding and access to the digital marketing ecosystem• Minimum three years of work experience in similar position• Strong organizational, interpersonal and communications skills.• Ability to work with diverse groups of stake holders

Important:

- **Salary for the above position is commensurate with the qualifications and experience.**
- **The shortlisted candidates who will be called for an interview ,should bring their own laptop for presentation of the portfolio of their conspicuous assignments handled.**

How to apply and Terms & Conditions: -

1. Fill the Basic Information through the online form provided in this website and email resume [Just attach resume and no other documents] to **des.hr@des.pune.org**
2. The posts mentioned above are **permanently Non Grant** in nature.
3. The candidate should fill in the information with utmost care. Discrepancy if any, arising in future regarding the information in submitted application will be sole responsibility of the candidate.
4. Candidates must provide their own correct Postal Address and Mobile Number (preferably What's App No.) in their resume for easy communication.
5. Candidates should not forward their resume and application to any other E-mail address of the Institute or Deccan Education Society, Pune.
6. Decision of the Society / Institute shall be final, and no correspondence will be entertained regarding the short listed / selected candidates.
7. The shortlisted candidates for the above posts will be called for an interview.
8. The services of the selected candidates for above mentioned posts are transferable to any other non grant units of the Society in case of administrative necessity.
9. The last date to apply is **7 days from the date of publishing this advertisement.**

Place: Pune
Date: 13.07.2023

Secretary
Deccan Education Society, Pune