

## **Key Responsibilities -Full Stack Developer**

- Assist in developing and maintaining web applications using various technologies and frameworks.
- Collaborate with cross-functional teams to gather requirements and implement features.
- Write clean, efficient, and maintainable code for both front-end and back-end development.
- Participate in code reviews and contribute to team discussions on best practices and new technologies.
- Debug and troubleshoot software issues, ensuring high performance and responsiveness.
- Stay updated with the latest industry trends and technologies to enhance development practices.
- Help maintain documentation and provide support for end-users as needed

### **Skills:**

- Understanding of WordPress.
- Basic understanding of front-end technologies (HTML, CSS, JavaScript) and back-end technologies (e.g., Node.js, Python, Java, or similar).
- Familiarity with front-end frameworks (e.g., React, Angular, or Vue.js) and back-end frameworks (e.g., Express.js, Django, Spring Boot).
- Familiarity with PHP frameworks such as Laravel and CodeIgniter.
- Knowledge of MySQL and MongoDB.
- Understanding of AWS basic concepts and version control systems
- Knowledge of DevOps practices and tools and familiarity with Agile development methodologies.
- Strong problem-solving skills and attention to detail.
- Good communication skills and the ability to work well in a team environment.
- Eagerness to learn and grow in a fast-paced tech environment.

### **Preferred:**

- Internship or any hands-on experience in full-stack development (e.g., personal projects, student organizations) is a plus but not required.
- Additional certification in full stack or related fields is a plus

## **Key Responsibilities -Digital Marketing Executive**

- **Social Media Management:** Help manage and update social media accounts, including scheduling posts, monitoring interactions, and analyzing performance.
- **SEO and SEM:** Support in implementing SEO strategies to improve website visibility and assist in managing pay-per-click (PPC) campaigns.
- **Analytics:** Monitor and analyze digital marketing metrics using tools such as Google Analytics to assess the effectiveness of campaigns and suggest improvements.
- **Market Research:** Conduct research on industry trends, competitors, and customer preferences to inform marketing strategies.

- Content Creation: Assist in creating engaging and relevant content for various digital platforms including social media, blogs, and websites.

**Skills:**

- Basic understanding of digital marketing concepts and tools.
- Familiarity with social media platforms (e.g., Facebook, Twitter, LinkedIn, Instagram).
- Basic knowledge of SEO principles and tools (e.g., Google Analytics, Google Search Console).
- Proficiency in WordPress, HTML, CSS, and On-Page SEO.
- Awareness of current trends in digital marketing.
- Strong written and verbal communication skills.
- Creative thinking and problem-solving abilities.
- Ability to work independently as well as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

**Preferred:**

- Internship or any hands-on experience in digital marketing (e.g., personal projects, student organizations) is a plus but not required.
- Additional certification in digital marketing or related fields is a plus

**Key Responsibilities -QA Manual**

- Test Planning: Assist in the creation of detailed test plans and test cases based on software requirements and specifications.
- Manual Testing: Execute manual tests to identify defects and inconsistencies in software applications, ensuring they meet the defined quality standards.
- Defect Reporting: Document and report defects, inconsistencies, and issues found during testing to the development team for resolution.
- Test Execution: Perform functional, regression, and exploratory testing to ensure that software applications work as expected.
- Test Documentation: Maintain and update test documentation, including test cases, test scripts, and test reports.
- Collaboration: Work closely with the development team, product managers, and other stakeholders to understand requirements and ensure effective communication of issues and feedback.
- Continuous Improvement: Participate in testing process improvement initiatives and contribute ideas for enhancing testing efficiency and effectiveness.

**Skills:**

- Basic understanding of software testing principles and methodologies.
- Familiarity with software development life cycle (SDLC) and quality assurance processes.
- Strong attention to detail and analytical skills.
- Good written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.

- Basic proficiency in using test management and defect tracking tools (e.g., JIRA, Bugzilla) is a plus.
- Basic knowledge of SQL for database testing is a plus.

**Preferred:**

- Any internships or hands-on experience in software testing or quality assurance (e.g., academic projects, personal projects) is a plus but not required.
- Certification in software testing (e.g., ISTQB Foundation Level) is a plus but not required

**Key Responsibilities of Junior Recruiter/TA**

- **Job Posting:** Create and post job advertisements on various job boards and social media platforms to attract qualified candidates.
- **Candidate Sourcing:** Identifying and sourcing potential candidates through various channels including job boards, social media, networking events and more
- **Screening and Shortlisting:** Review resumes and applications to shortlist candidates based on job requirements and qualifications.
- **Interview Coordination:** Schedule and coordinate interviews between candidates and hiring managers, and ensure all logistical aspects are handled smoothly.
- **Candidate Communication:** Maintain regular communication with candidates throughout the recruitment process, providing updates and feedback as needed.
- **Database Management:** Update and maintain the candidate database, ensuring accurate and up-to-date records.
- **Market Research:** Conduct research on industry trends and salary benchmarks to support competitive hiring strategies.

**Skills:**

- Strong interest in recruitment and talent acquisition.
- Excellent written and verbal communication skills.
- Organizational and multitasking abilities with attention to detail.
- Basic understanding of recruitment processes and best practices.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team