



Designation and role description

Role: Instructional Designer /Technical Writer

Programmer Analyst Trainee & Programmer Trainee

The candidate will be responsible for:

- Analysing the content provided by the client
- Identifying the gaps in the information provided
- Asking relevant questions to understand the requirement better
- Creating content for different deliverables, such as training materials, self-help guides, websites, promotional materials and others
- Delivering error-free quality products as per the project standards, schedule/assigned deadlines and SLAs
- Co-ordinating with cross-functional teams and other stakeholders regularly to ensure smooth delivery

The candidate is expected to have the following skills:

- Exceptional English written and verbal communication
- Ability to adapt and work in a fast-paced environment
- Ability to learn how to use different content authoring tools
- Strong analytical skills
- Knowledge of standard writing practices and basic grammar rules
- Ability to work independently, as well as an active member of a team

Skills and experience:

- Proficiency in MS PowerPoint
- Proficiency in MS Word
- Basic knowledge of MS Excel.
- Applicants must have an enterprising attitude with strong written and verbal communication skills.



Role: **GenC – Graphic Designer**

Programmer Analyst Trainee & Programmer Trainee

The candidate will be responsible for:

- Should have good understanding of graphic and visual design domain and its application in the digital media businesses like Website design, GUI, Animation, Presentation, digital graphics and eLearning.
- Should have strong fundamental knowledge of Principles of Designs, Elements of Design, Colour Theory and best practises in Graphic or Visual design.
- Should have excellent observation and analytical skills from design PoV.
- Ability to visualize the end output (GUI, Icons, metaphors, Character, Scenario) and convert it into digital form.
- Communicate conceptual ideas, detailed design, and design rationale, both verbally and visually to the client
- Ability to switch between media types and technologies based on the requirement.
- Should have good command over tools like Adobe Photoshop, Illustrator, MS Power Point, Word and Coral Draw.
- Should have connect with latest web sites, online shopping apps, OTT platforms like Netflix, Prime and social media platforms.
- Knowledge of Game Design, Animation, Video and Audio editing, 3D and Virtual Reality will be plus.

The candidate is expected to have the following skills:

- Exceptional English written and verbal communication
- Ability to adapt and work in a fast-paced environment
- Ability to learn how to use different content authoring tools
- Strong analytical skills
- Knowledge of standard writing practices and basic grammar rules
- Ability to work independently, as well as an active member of a team

Skills and experience:

- Proficiency in MS PowerPoint
- Proficiency in MS Word
- Basic knowledge of MS Excel.
- Applicants must have an enterprising attitude with strong written and verbal communication skills.