

## **Business Development Interns:**

**Company Name – BOI Services**

**Company Website - <https://www.boi-services.com/>**

**Location – Central Delhi (East Patel Nagar)**

**Vacancy – 10**

**Duration – 6/8/10 Months**

**Work From Office**

**Eligible Criteria: All course (Last Year and Pass Out Preferred)**

**Stipend –Upto Rs.10000 + Incentive**

## **We will offer:**

Interns will learn how to interact with clients and develop a positive relationship with them. They'll learn about buyer psychology and how to engage them. Learn the tricks and tips of the Sales for good conversion percentage. They will gain an in-depth understanding of the immigration sector & sales. We'll focus on their sales strategy, teamwork, enhancements, professional relationship building and advancements.

## **Selected intern's day-to-day responsibilities include:**

- Conduct research and perform inside sales activities on the brands which are presently hiring in the market across industries and collaborate with them
- Carry out primary research on the startups which are setting up their brands in India and collaborate with them
- Work as a single point of contact and work as a relationship manager for the brands we onboard with us
- Engage in ideating social media marketing campaigns
- Follow up with the clients on boarded for taking new positions and ensure a great PR with them
- Handle invoicing and payment follow-ups on the positions we close for the on boarded clients

## **Skill(s) required:**

- English Proficiency (Spoken)

## **Who can Apply:**

Only Those Candidates Can Apply Who

- are available for full time (in-office) internship
- can start the internship immediately
- are available for duration of 1 months

- have relevant skills and interests

### **Other Requirements:**

- Must have completed graduation or MBA from any stream with a clear vision of building a career in business development, corporate sales
- Should have good to excellent communication skills both written and verbal
- Should have a pleasing personality
- Must have a basic intellect of understanding things fast.
- Should surely have a creative bent of mind
- Must have excellent follow-up skills and a die-hard attitude to achieve things in life
- Must be a goal-oriented individual Perks Certificate Letter of recommendation Flexible work hours

### **Perks: -**

- Offer Letter
- Completion Certificate / Excellence Certificate
- Letter of Recommendation
- PPO

**Number of openings: 10**

**Training Duration – 7 days (Paid)**

## **HR Internship**

**Company Name – BOI Services**

**Company Website - <https://www.boi-services.com/>**

**Location – Central Delhi (East Patel Nagar)**

**Vacancy – 5**

**Work From Office**

**Eligible Criteria – Passout and Final Year**

**Stipend – 4000 - 8000**

**Duration – 3/6/8 Months**

### **Perks: -**

- Offer Letter
- Completion Certificate / Excellence Certificate
- Letter of Recommendation
- PPO

## **Roles and Responsibilities**

- Candidate should have basic understanding of Recruitment function.
- Decent oral and written communication skills
- Should be responsible for end to end recruitment function
- Should be familiar with recruitment portals
- Employee engagement initiatives

**Number of openings: 5**

**Training Duration –5 days (Paid if clear the training)**

## **Content Writer Internship**

**Company Name – BOI Services**

**Company Website - <https://www.boi-services.com/>**

**Location – Central Delhi (East Patel Nagar)**

**Vacancy – 2**

**Work From Office / Freelance**

**Eligible Criteria – Passout and Final Year**

**Stipend – 6000 – 8000 (Full Time) / 25 to 75 Paisa per word (Freelance)**

**Duration – 3/6/8 Months**

**Perks: -**

- Offer Letter
- Completion Certificate / Excellence Certificate
- Letter of Recommendation
- PPO

## **Responsibilities for Content Writer**

- Research and analyze top SEO content topics
- QC content to ensure it is free of grammatical or factual errors and follows all brand editorial guidelines for consistency.
- Research and write long-form content on various relevant topics
- Publish content on various platforms and analyze traffic performance
- Research and evaluate competitor marketing with a focus on content

- Write attractive Blogs, Articles and Comments.
- Plan and execute various SEO tasks
- Assist finance team in the payment process for content stakeholders
- Prepare reports

#### **Qualifications for Content Writer**

- Familiarity with web publication techniques
- Familiarity with marketing tools, MS Office or Google Suite
- Good understanding of the latest marketing trends and techniques, especially SEO
- Willingness to multitask and take new initiatives
- Excellent verbal and written communication skills
- Creativity and a keen eye for details
- Strong interpersonal skills and willingness to communicate with colleagues, and management
- A graduate with a good command over the English language.

**Number of openings: 2**

**Training Duration – 7 days (Paid if clear the training)**

### **Graphic Designer Internship**

**Company Name – BOI Services**

**Company Website - <https://www.boi-services.com/>**

**Location – Central Delhi (East Patel Nagar)**

**Vacancy – 2**

**Work From Office**

**Eligible Criteria – Passout and Final Year**

**Stipend – 6000 – 10000 (Full Time)**

**Duration – 3/6/8 Months**

**Perks: -**

- Offer Letter
- Completion Certificate / Excellence Certificate

- Letter of Recommendation
- PPO

## **Responsibilities**

- Study design briefs and determine requirements
- Managing Social Media
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software
- Use the appropriate colors and layouts for each graphic
- Work with copywriters and creative director to produce final design
- Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand

## **Requirements**

- A strong portfolio of illustrations or other graphics
- Proficient at Canva and Coral
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
- A keen eye for aesthetics and details
- Good communication skills
- Ability to work methodically and meet deadlines

**Number of openings: 2**

**Training Duration – 7 days (Paid if clear the training)**