

### **Job Description: Presentation Designer**

#### **Role Summary/ Job Brief**

EZ Works is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

We are looking at hiring Junior Presentation Designer with the primary responsibility of designing high-quality presentations. Adherence to committed timelines with keen attention to detail will be the key deliverables. You will help our clients, business consultants and senior management from top organizations in US, Europe and Middle East, tell their stories using the most creative, innovative and engaging design in presentation form.

If this excites you, we would like to meet you to discuss further. Check out the responsibilities mentioned below: -

#### **Following are the job responsibilities:**

1. Edit/Create PowerPoint Presentation that are creative and visually appealing, with extensive graphing, charting in Excel, and general desktop publishing
2. Design templates in MS PowerPoint
3. Stay on top of the latest developments in technologies that are required for execution of client's jobs
4. Apply creative layout solutions to presentation slides

#### **Basic Designing:**

1. Alignment Check: Ensuring that the icons, images, and text are aligned perfectly in the slide layout.
2. Consistency Check: Ensuring uniformity and avoiding any conflict between backgrounds, colors, fonts, shapes and the overall theme.
3. Adherence to Company Check: Following the brand guidelines and maintaining the brands own PowerPoint theme or template
4. Design Elements Revamp: Adapting and improving graphic elements like background and typography to match latest trends on all PowerPoint slides.

Template Creation: Updating the existing template or creating a brand-new template that can be used to design all future PowerPoint presentations.

**Job Requirements:**

1. 0-1 years of experience required.
2. Excellent in PowerPoint.
3. Knowledge of Adobe Illustrator, In-design, Photoshop and other Design Tools.

**Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

**About Company**

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed within minutes, along with an added promise of impeccable information security and data protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works/>

[https://www.instagram.com/ez\\_works\\_/](https://www.instagram.com/ez_works_/)

[https://twitter.com/EZ\\_Official\\_](https://twitter.com/EZ_Official_)

<https://www.linkedin.com/company/ez-works/>

<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [HR@ez.works](mailto:HR@ez.works)

### **Job Description: Sales Associate**

#### **Role Summary/ Job Brief**

EZ is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

At EZ, we are looking to hire a highly driven Sales Associate who will have great lead generation skills with proven success in dealing with clients and closing sales.

If this excites you, we would like to meet you to discuss further. Check out the responsibilities mentioned below: -

#### **Following are the job responsibilities:**

1. Exploring new Business opportunities through vendor database to acquire new clients across geographies and industries.
2. B2B reach out to prospective leads on LinkedIn or other social platforms.
3. Diligent follow-ups with warm and hot leads supported by subsequent email communications.
4. Achieve monthly, quarterly and annual sales targets, and should be able to build rapport with the prospective clients, engage them and pitch our services basis the need & pain points.
5. Maintain strong MIS of all leads and accounts.
6. Have a strong eye for research and ability to scout for new prospects, identify the key players in an industry and gather interest.

#### **Job Requirements:**

1. Should have 0-1 years of experience in the similar profile.
2. Must possess good communication skills.
3. Flexible to work in shifts mainly the business hours of Europe and South East Asia.
4. Strong understanding of sales cycle.
5. Strong secondary/internet research skills.
6. Good Email writing skills.
7. Can communicate to all levels within a company in a professional manner

#### **Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

## About Company

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed within minutes, along with an added promise of impeccable information security and data protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works>

[https://www.instagram.com/ez\\_works](https://www.instagram.com/ez_works)

[https://twitter.com/EZ\\_Official](https://twitter.com/EZ_Official)

<https://www.linkedin.com/company/ez-works>

<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [hr@ez.works](mailto:hr@ez.works).

### **Job Description: Data Analyst**

#### **Role Summary/ Job Brief**

EZ is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

If you love solving complex business problems, designing and implementing strategic solutions, and are an intrinsically smart self-starter, this post is for you!

At EZ, we are hiring a Data Analyst to join our team. Your main tasks will include performing detailed analysis, creating systems based on processes and documenting the same. We are looking for a candidate who should have a natural analytical way of thinking and be able to explain difficult concepts in an understandable way.

#### **Following are the responsibilities:**

##### **Develop & implement systems & processes:**

1. Design processes and associated systems to streamline operations of various.
2. Evaluate business processes for efficiency, and build reporting and monitoring system, including, live dashboards, weekly/monthly/quarterly/annual reporting.
3. Identify areas of improvement, propose initiatives, and develop business plans to drive impact.

##### **Analysis & decision support:**

1. Analyse internal data to measure the growth and efficiency of EZ.
2. Deep dive into the dynamics of revenue growth, including growth trends for service lines, geographies, clients, sales channels, etc.; monitor and evaluate sales performance.
3. Conduct primary and secondary research to gather, analyse, and present market trends, competitive landscape, and growth opportunities

#### **Job Requirements:**

1. A bachelor's degree in business or related field or an MBA.
2. A minimum of 0-1 years of experience in related fields.
3. Exceptional analytical and conceptual thinking skills.
4. Competency in MS Excel and PowerPoint.

#### **Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

## **About Company**

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed within minutes, along with an added promise of impeccable information security and data protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works/>

[https://www.instagram.com/ez\\_works\\_/](https://www.instagram.com/ez_works_/)

[https://twitter.com/EZ\\_Official\\_](https://twitter.com/EZ_Official_)

<https://www.linkedin.com/company/ez-works/>

<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [hr@ez.works](mailto:hr@ez.works).

## **Job Description: Content Writer**

### **Role Summary/ Job Brief**

EZ is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

At EZ, we are looking to hire a dedicated content writer to create content for blogs, articles, product descriptions, social media, and the company website. The content writer's responsibilities include evaluating analytics to adjust content as needed, regularly updating the company's website, and promoting the company blog by pitching articles to various platforms.

If this excites you, we would like to meet you to discuss further. Check out the responsibilities mentioned below: -

1. Organize writing schedules and manage deadlines for producing content
2. Create and design templates for email marketing campaigns
3. Work closely with the digital marketing team to create content that provides value to the reader
4. Use SEO strategies to improve readership and align content strategy to better suit the needs of the reader.

### **Job Requirements:**

1. Bachelor's degree in communications, marketing, English, journalism, or related field.
2. Proven content writing or copywriting experience.
3. Working knowledge of content management systems.
4. Proficient in all Microsoft Office applications.
5. Excellent writing and editing skills.
6. The ability to work in a fast-paced environment.
7. The ability to handle multiple projects concurrently.
8. Effective communication skills.

### **Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

### **About Company**

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed within minutes, along with an added promise of impeccable information security and data

protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works/>

[https://www.instagram.com/ez\\_works\\_/](https://www.instagram.com/ez_works_/)

[https://twitter.com/EZ\\_Official\\_](https://twitter.com/EZ_Official_)

<https://www.linkedin.com/company/ez-works/>

<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [hr@ez.works](mailto:hr@ez.works)

### **Job Description: Market Research Associate**

#### **Role Summary/ Job Brief**

EZ Works is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

At EZ, we are now looking to expand our research capabilities and therefore are looking for an energetic person to help us realize our vision.

If this excites you, we would like to meet you to discuss further. Check out the responsibilities mentioned below: -

1. With 0 to 1.5 years of experience in Secondary Research with hands-on tools like Factiva, Bloomberg, Capital IQ, Thomson Database etc.
2. The ability to manipulate large, complex data sets into manageable, understandable reports.
3. Identify and analyse trends and forecasts and recommend improvements to the business processes.
4. Organise and analyse data, creating charts and graphs, and presenting your findings to the leadership team.

**Note\*- The job is on-site rotational shift.**

#### **Job Requirements**

1. A bachelor's or associate's degree in economics, finance, statistics, accounts, or related field. (Freshers can also apply)
2. Excellent problem-solving, communication, and team working skills.
3. A competitive knowledge of SWOT, PESTLE, Porter's five forces model, other analysis techniques.
4. Proficient in MS Products like Excel, PowerPoint, Word etc.

#### **Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

#### **About Company**

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed

within minutes, along with an added promise of impeccable information security and data protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works/>  
[https://www.instagram.com/ez\\_works\\_/](https://www.instagram.com/ez_works_/)  
[https://twitter.com/EZ\\_Official\\_](https://twitter.com/EZ_Official_)  
<https://www.linkedin.com/company/ez-works/>  
<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [hr@ez.works](mailto:hr@ez.works)

## **Job Description: Operations Associate**

### **Role Summary/ Job Brief**

EZ is a suite of Business Support Services that has disrupted the traditional marketplace through innovation and use of advanced technology to modernize the age-old workflows and processes.

We are looking at hiring an Operation Associate with the primary responsibility of handling the multistage delivery process.

If this excites you, we would like to meet you to discuss further. Check out the responsibilities mentioned below.

### **Following are the job responsibilities:**

1. Communicate with clients to understand their requirements and set delivery expectations (mostly over email, sometimes calls)
2. Manage the multistage delivery process by working with our network of 1000+ service experts across the globe, and in-house subject matter experts
3. Assure quality of English language deliverables (sometimes including proofreading)
4. Enhance documents (in MS Word and PowerPoint)

### **Job Requirements:**

1. 0-2 year of experience
2. Excellent communication skills
3. Proficient in MS-Office
4. Preferred location Gurgaon
5. Should be able to work in rotational shifts

### **Location**

EZ Lab Private Limited, Sector 62, Gurugram, Haryana

### **About Company**

EZ provides a suite of Business Support Services that has disrupted the traditional agency model through innovation and use of advanced technology to modernize the age-old workflows and processes.

EZ has innovated a delivery process that cuts the turn-around time for consistently high-quality output by half, as compared to other players in the market. With round the clock availability of support throughout the year, we're faster than the fastest as all client requests are addressed within minutes, along with an added promise of impeccable information security and data protection.

On top of that, our expansive network of thousands of subject matter experts spread across the globe provides local context that results in consistently high-quality output in alignment with our clients' requirements, leading to a 99% positive feedback from large, medium, and small-sized enterprises alike.

Through this consistently high-quality service, we have earned the trust of big 4s, ministries, and top organizations globally that rely on us for a hassle-free experience in a variety of services, ranging from graphic design, market research, data processing, translation, audio-visual production, or presentation design.

Here are the links to our website and social pages for you to learn more:

<https://ez.works/>

[https://www.instagram.com/ez\\_works\\_/](https://www.instagram.com/ez_works_/)

[https://twitter.com/EZ\\_Official\\_](https://twitter.com/EZ_Official_)

<https://www.linkedin.com/company/ez-works/>

<https://www.facebook.com/EZWorksglobal>

For more information or any queries, please mail at [HR@ez.works](mailto:HR@ez.works)