

Kc GlobEd

Job Description

Stipen : 5k-7k P.m. (depending on the experience and knowledge of the work)

We are looking for interns , pursuing second years graduation and above , we are willing consider incumbents from first year also , if they have relevant experience or expertise's.

Project Management Internship

Roles and Responsibilities

1. Work on project planning with stakeholders KCGlobEd internal team and clients for better clarity
2. Coordinate with different stakeholders (internal and external) for the smooth delivery of the overall project
3. Understand the requirements of clients and communicate well with the internal team for development and delivery
4. Analyse, evaluate and troubleshoot gaps.
5. Manage the overall project and client relationship.

Skills & Qualifications

Only those candidates can apply who:

- are available for Part time (in-office) internship
- can start the internship Immediately
- are available for duration of 3 months
- have relevant skills and interests

Digital Marketing

Roles and Responsibilities

- Handling social media marketing of our brand

- Creating effective social media campaigns for our brand and working on their execution
- Developing promotional content for our social media profiles on various platforms such as Facebook, Instagram, Twitter, etc.

Skills Required

- Interest in social media
- Will be able to join urgently.
- Delhi-based candidates are preferred

Who can apply

Only those candidates can apply who:

- are available for Part time (Hybrid) internship
- can start the internship Immediately
- are available for duration of 3 months
- have relevant skills and interests

Sales/Business Development

Roles and Responsibilities

- Cold calling to arrange meetings with potential customers for new business.
- Responding to incoming email and phone inquiries
- Gathering market and customer information
- Manage and update company database and customer relationship
- Perform market analysis and research on competition and surveys.
- Support the marketing team in daily administrative tasks
- Help organize marketing events.
- Coordinating with the Proposal team and delivering the proposal within timeline to customers
- Contributing to the creation of mock-ups, email campaigns, and social media content.

Skills & Qualifications

Only those candidates can apply who:

- are available for Part time (Hybrid) internship
- can start the internship Immediately
- are available for duration of 3 months
- have relevant skills and interests

HR Recruiting Intern

Key Responsibilities

- Assist in sourcing, screening and scheduling interviews with potential candidates
- Post job openings on various job boards and social media platforms
- Review resumes and applications to identify potential candidates Communicate with candidates throughout the recruiting process, providing them with information on the position and company
- Assist in the coordination of new hire onboarding
- Conduct research on recruiting trends and best practices
- Provide administrative support to the HR team as needed

Skills & Qualifications

Only those candidates can apply who:

- are available for Part time (Hybrid) internship
- can start the internship Immediately
- are available for duration of 3 months
- have relevant skills and interests
- Ability to maintain confidentiality and handle sensitive information with discretion
- Positive attitude and willingness to learn

Education Counsellors

Key Responsibilities:

- Assist in counselling students on their academic and career goals

- Help students identify and apply for scholarships and financial aid
- Collaborate with other staff members to develop and implement programs that support students' academic success
- Keep up-to-date with current trends and developments in the education industry
- Assist with organizing and conducting workshops and presentations for students and parents/guardians
- Maintain accurate and up-to-date records of student interactions and progress

Skills & Qualifications

Only those candidates can apply who:

- Are available for Part time (Hybrid) internship
- Can start the internship Immediately
- Are available for duration of 3 months
- Have relevant skills and interests
- Strong organizational and time-management skills
- A passion for helping students achieve their academic and career goal