



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 493

Dated: 1st March 2023

Sub. Placement opportunity for BA(JMC)/MA(MC) students of the batch passing out in year 2023 in the company “Digirovers Solutions Private Limited”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BA(JMC)/MA(MC) students of the batch passing out in year 2023 in the company “Digirovers Solutions Private Limited” for your reference and circulation to students to apply on given link by **2nd March 2023**:

Registration link: <https://forms.gle/4z6uQTrK1PErEsth7>

Company: Digirovers Solutions Private Limited

Opening: 6 (3 – Client Success & 3 – Business Development Executive)

Location: Gurgaon (Work from Office)

Degree: BA(JMC)/MA(MC)

Salary: INR 3.00 L – 5.00 L

Level: Fresher’s

Basic Hiring Criteria: English Must, Good with Analytical and Mathematics

Mandatory: Excellent written and verbal communication skills

LAST DATE FOR REGISTRATION IS 2nd March 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIPU

Digirovers a performance marketing agency with our DV360 seat with google, apart we have a media buying team who do media buying from 20 odd platforms on Display, Native, Push, Video, Pop, and in-app traffic and optimize it for performance models. Apart we are into PPC, FB and Rich Media marketing.

CS Role

JOB SUMMARY:

- The individual will handle the day-to-day running of the account and provide operational support to the team.
- S/he under moderate supervision, works within specific limits and authority on assignments of moderate complexity.
- S/he will manages/coordinates Client projects from planning to completion.
- Effectively executes strategies, problem-solves, and develops solid business relationships. Provides Client service support.

KEY RESPONSIBILITIES:

- To be proactive in developing and maintaining a close and productive relationship with key client contacts, acting with integrity at all times and including the AD in communications as appropriate.
- To develop a thorough understanding of the client's business and be proactive in maintaining and sharing your knowledge of the industry in which they operate.
- To ensure client requests are dealt with promptly and developed into internal briefs by you and your team, distinguishing between a good and poor client brief and proactively ensuring clarity on agreed actions.
- To be ensure to gain client sign-off at the relevant project stages, involving the AD when appropriate
- To be ensures the work that you send to the client and that of anyone you oversee, is completed in a timely fashion and is of the upmost quality, with high levels of accuracy, attention to detail and relevance to brief
- To identify and solves problems as they arise, appreciating when it is appropriate to involve or notify the AD.
- To proactively manages jobs and the Production Schedule, to ensure that they are scheduled on time, to budget and are monitored using appropriate administration procedures
- To supports those overseen in the prioritization of their tasks, in line with the wider Account Handling Team's activity and objectives, to ensure team deadlines are met. Where necessary, proactively liaises with the AD to ensure priorities are aligned.
- To ensures research and background information is prepared the team, for briefs / pitches / presentations as appropriate. Demonstrates capability in contributing to such meetings as needed.
- To work with a multi-disciplinary team, developing strong working relationships with the Production Team to ensure they can add value and client requirements are managed to realistic timescales and associated budgets are appropriate. Oversees this activity within your team as necessary.
- To supports the AD and working with the Insights & Planning Team, proactively develops understanding of strategy and how this applies to the projects you are delivering. Applies and relay this knowledge in an appropriate way.
- To be proactive in identifying and progressing new business opportunities Administration and financial management
- To ensures accurate quotations for production are produced and distributed at the beginning of any campaign, by you and those that you oversee.
- To proactively manages the maintenance of job numbers and job records.
- To produces accurate and timely invoices, proactively dealing with any billing or financial queries as appropriate

BUSINESS DEVELOPMENT EXECUTIVE

- Excellent understanding of Digital Advertising and Affiliate Marketing
- Basic programmatic advertising knowledge
- Good communication, and presentation skills
- Excellent people management skills
- Strong understanding of industry trends, technologies, and online advertising.
- Good command of written and spoken English.