

1.POSITION DESCRIPTION	
<b>Job Title:</b>	<b>Management Project Associate</b>
<b>Department:</b>	PSM
<b>Reports To:</b>	
<b>About Guires:</b>	Guires Solutions Pvt Ltd. Is a Global Research & Development based KPO company. The company has now diversified and extended its reach into several domains. The company has experienced a remarkable growth. Services would include industry and market research, data analytics, branding and marketing. Flexible and cost –effective solutions are provided with maximum impact.
<b>Job Purpose:</b>	To Manage a brand Content Writing, Quality check & Ensure the customer satisfaction meet with on time delivery & Plag free content
<b>Work Schedule:</b>	Full Time (Flexible Timings), Monday – Saturday (except second Saturday)
<b>Required Qualification:</b>	Post Doc/PhD/Master's degree or expertise in Marketing Management.
<b>Required Experience:</b>	5 years in Content Writing & Project Handling
<b>Required Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>• Must have strong subject knowledge in Content Writing. (Mandatory).</li> <li>• Manage Team to collect on time project.</li> <li>• Grammar with excellent writing skills (Mandatory).</li> <li>• Good analytical skills .</li> <li>• Knowledge Proofreading experience(Additional )</li> <li>• Research experience (papers written/published, studies conducted, papers reviewed, etc.)</li> </ul>
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Taking care of brand all projects as a responsible to Close ON time</li> <li>• Checks Quality of Content writer’s</li> <li>• Scientific research and writing in Marketing Management which involves writing, editing, proofreading and peer-reviewing manuscript, for journal submissions, thesis, and dissertations</li> <li>• Ability to work within the timeline while focusing on the purpose, audience, clarity, and coherence</li> <li>• Researching industry-related topics and deliver plagiarism-free content</li> <li>• Project Understanding and undertaking research on the topic given and creating the conceptual framework.</li> <li>• Work closely with the study team and ensure that results in the documents accurately reflect the client’s requirement.</li> <li>• Work closely with the study team to reach the consensus on timelines for deliverables.</li> <li>• Complete documents according to agreed-upon timelines and follows up with study team to ensure SOP and regulatory compliances.</li> <li>• Align with the study team to meet the project-related goals.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Rewrite the content if the content fails to fulfil the requirement of the client.</li><li>• Rephrasing and proofreading the documents if required.</li><li>• Assisting other academic writing tasks.</li><li>• Ability to work independently with minimal supervision, do multi-tasks and work effectively under pressure.</li><li>• Should possess project management, interpersonal and active listening skills.</li><li>• Should maintain productive and professional working relationship with the team members.</li><li>• Plan, schedule and manage project deliverables</li><li>• Working on client requirements – on-time delivery and quality</li><li>• Read content and correct for errors in spelling, punctuation, and grammar</li><li>• Rewrite copy to make it easier for readers to understand</li></ul> |
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