Current Job Openings

Product Development Lead

Responsibilities:

1. Own and managing the entire Product Life Cycle from strategic planning to tactical activities, concept to launch.
2. Ideate and implement a go-to-market plan, working with all departments to execute.
3. Solve complex issues to achieve objectives and deliver results in a complex, fast moving environment of a start up
4. Market research and customer intelligence.

Skills Required:

1. Hands on experience of coding in scripting language like PHP, Java or .Net
2. Hands on experience of SQL queries, databases like MySQL, Oracle etc.
3. Experience in developing mobile applications and guiding UI team
4. Exposure to SaaS and cloud services by Amazon/Microsoft/Google would be a big plus
5. Excellent Problem Solving and data-driven analytical skills.
6. Great attention to detail and understanding of consumer behavior.
7. Ability to operate and thrive with partial information and ambiguity and have a track record of building successful teams
8. Excellent communication skills and ability to manage multiple stakeholders.

Requirements:

1. 6-8 years of experience and a minimum 3 year of experience in product management for a web or Mobile based product company.
2. Should have a good business acumen and a mindset to question
3. Passion for delivering results and driving things to completion.

Mobile App Development Lead

Responsibilities:

1. Sr mobile app developer to lead the design, development and maintenance of Android and iPhone apps.
2. To lead the entire app lifecycle right from concept stage until delivery and post launch support. Apps will be mainly content based and integrated closely with the web sites.

1. In addition to delivering the product the role would require candidate to be heavily involved in driving the mobile strategy globally
2. Deliver across the entire app life cycle –concept, design, build, deploy, test, release to app stores and support. Gather requirements around functionality and translate those requirements into elegant functional solutions

Skills Required:

iOS –
1. Strong OO design and programming skills in Objective-C
2. Familiar with iOS SDK (UIKit, Cocoa Touch, Core Data, Core Location, etc)
3. Familiar with xcode

Android –
1. Strong OO design and programming skills in Java (J2EE/ J2ME)
2. Familiar with the Android SDK
3. Knowledge of SQLite, MySQL or similar database management system
4. Familiar with Eclipse

Common -
1. Experience on web service integration (SOAP, REST, JSON, XML)
2. Good understanding of OO programming and design patterns
3. Good understanding of HTML5, JavaScript, jQuery, Ajax and PHP
4. Experience building web and native apps

Add on skills (would be a plus):

LAMP development experience, PHP frameworks (e.g. Zend), PHP template engines (e.g. Smarty)

Requirements:

1. 4-6 years of experience and a minimum 3 year of experience in Mobile Development for a Mobile based product company.
2. Should have a good business acumen and a mindset to question
3. Passion for delivering results and driving things to co

Graphic Designer

Design or create graphics to meet specific commercial or promotional needs, such as social media posts, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Knowledge of graphic design software and tools, including:
1) Adobe InDesign
2) CorelDRAW
3) Adobe Illustrator
4) Adobe Photoshop
5) Adobe Dreamweaver
6) Familiarity with production and rendering methods, including drawing, offset printing, photography, interactive media
7) Creative thinking skills
   Create designs, concepts, and sample layouts, based on knowledge of layout principles and esthetic design concepts.
8) Determine size and arrangement of illustrative material and copy, and select style and size of type.
9) Develop graphics and layouts for product illustrations, company logos, and Web sites.
10) Collaborate with others to develop or refine designs.
11) Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
12) Use computer software to generate new images.
13) Create computer-generated graphics or animation.
14) Maintain archive of images, photos, or previous work products.
15) Produce still and animated graphics for on-air and taped portions of television news broadcasts, using electronic video equipment.
16) Note: the candidate should be able to work on Saturday's and Sunday's for some or the other tasks as the job demands

Sketch Artist

Illustrators combine art, design and creative skills to develop ideas and produce original visual images for a wide range of products

Job Description
1. Discussing client needs and identifying a target audience for the work
2. Developing visual ideas
3. Seeking client approval for ideas with rough visuals - this stage may involve going back to the drawing board several times to rework sketches
4. Using drawing, sketching, painting and photographic skills to produce illustrations.

5. An illustrator needs:
6. Excellent drawing and IT skills
7. To be able to work to a brief, solve problems creatively and adapt their style
8. Creativity and imagination
9. To enjoy creative work.

Note: The candidate should have maximum years of experience in Adobe Illustrator.

Content Writer

1. Develop creative ideas and concepts.
2. Liaise with clients and interpret their core message.
3. Representation of ideas to the Team
4. Discuss the client's target market & audience.
5. Brainstorm copy ideas with other members of the team
6. Write articles, blogs, press releases, classifieds, web pages, guest posts and all other suites of contents.
7. Deliver projects with alignment to the deadlines.
8. Strong researching skills.
9. Candidate with attention to detail
10. Excellent time-management and prioritization skills.
11. Efficient candidate who can align the individual goals with Organizational goals.
12. Candidates eagerly keeping track of Web trends.
13. Search engine friendly copywriting, proof reading, and editing.
14. Should be competent of maintaining SEO friendly website content.
15. Must be Proficient in document editing applications such as MS-Office Suite

Assistant Registrar/Administrative Officer

1. The incumbent shall be capable of leading a team to perform general administrative duties in a constituent school and Department of the University such as registration, enrollment, overall upkeep of the building , student services, hostel management, counseling , manage budgets , oversee student schedules, Record keeping of employees & students and guardian relations.
2. A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.
3. At least 8 years relevant administrative experience in supervisory capacity in a Govt. office/ University/ Technological Institution or an organization of repute.
4. Drafting of Contract agreement.
5. Note: Minimum qualification & experience shall be as prescribed by UGC/Concerned Council.

HR Professionals

Roles and Responsibility:

1) Support Head HR in all recruitment and Operation related activities
2) Hire the suitable talent with-in the given TAT.
3) Involved in complete recruitment cycle till induction (Hiring, joining formalities, database management, employee file management etc)
4) Excellent communication skills
5) Good knowledge in HR Concept (Sourcing candidates, interviewing, Interview coordination, releasing the offer letter, Joining follow-up, complete joining formalities, file management, Database management etc...)
6) Should be a full time MBA with 55% marks.
7) Should be well versed with letter drafting and PPT.

Sr. Executive Assistant/Executive Assistant

1. Maintaining employee and student database.
2. Coordination with students and faculties.
3. Handling student's queries.
4. Letter & PPT drafting
5. General and academic support to school in day to day affairs.
6. A post graduate degree in any discipline from a recognized university with at least 50% marks or its equivalent grade.

Administrative Officer/ Sr. Executive Assistant – Estate Department

A qualified and experienced **Administrative Officer/ Sr. Executive Assistant** leading a team of more than 20 facility management resources facility systems and equipment and liaison with various contractors and service providers.

1) This position offers excellent opportunities for growth within the organization, administrative areas ranging from: Facility management and administration, and the related statutory and legal compliance Management and administration of benefits and facilities provided to employees, like travel assistance and hotels, accommodation.

2) Vendor management, contract administration, inventory management, Fixed Asset Register management, security and safety of assets as well as personnel. Management of overall payables, processing of bills, reconciliation and release of payments as per Standard Operating Procedures of the Organization.

3) Ensure healthy and hygienic operation of canteen /cafeteria through the contractor.

4) Contracts management, documentary and financial Job responsibilities. Discharging responsibilities on whole gamut of review of vendor invoices for completeness and appropriateness, necessary follow up with various departments regarding submission of bills and vouchers.

5) Initiate vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships : Drive contract negotiations and finalization with selected vendors / contractors, analyzing the need, developing and executing the support systems and putting in place required systems for services like security, safety, housekeeping, preventive maintenance, pantry, operations, reprographics, office stationery and parking management, Landscape Management, AMC, Management of capital equipment.

6) Responsible for complete arrangements for events, conferences, seminars and meetings and other functions of the organisation in the office building

7) Liasoning with government authorities for smooth and seamless compliance with required statutory and legal requirements.Operational support to Regional Offices as per Organization Policies

8) Publish a monthly dashboard/ MIS, facility management costs, and contracts and invoices.

How to apply

Please register yourself on our e-recruitment portal through below mentioned link and apply for the above mentioned job openings.

 http://117.55.241.173:8080/psc/APPLICANT/EMPLOYEE/HRMS/c/SU_RECRUITMENT_MENU.SU_REC_LOGIN_CMP.GBL?Page=SU_REC_LOGIN_PG&Action=U&ExactKeys=Y&TargetFrameName=None

You can also share your profile at **hr@sharda.ac.in**