

WALK- IN – INTERVIEW FOR
Web Designer
(On contract Basis- Primeone Workforce Pvt. Ltd.)

M/s. Primeone Workforce Pvt. Ltd. is a Contractor for Manpower Services, looking for Web Designer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

Web Designer

ESSENTIAL QUALIFICATION B.Sc. / B.Tech. with IT or Computer Science. Knowledge of CMS Software like DRUPAL would be an added advantage. Web designer must have knowledge of managing websites, integration of web applications and programming language of Php, Javascript & CSS.

Job Profile:

The candidate is primarily responsible for the maintenance/administration of the responsive website that is hosted on windows platform based on latest technology like PHP/mysql CMS software like Joomla/Drupal, CSS (Bootstrap). In accordance the candidate should carry out the following coordination jobs along with upload /update of the contents, testing of applications, backup of the website etc.

- Administrative & office support activities (compiling information/ filing/ forwarding communicating with the web developer
- Coordinating with Web developer for all the desired information for website
- Compiling and updating information regularly from all Pls/ Heads of the Division/ Facilities/ Administration pertaining to website
- Searching Internet & compiling photographs/ images relevant to website
- Coordinating with the photography department for customizing images as per needs
- Assisting in preparing word documents/ presentations/ spreadsheets
- Assisting in typing/ transferring the contents, in desired formats
- Attending queries/ calls pertaining to website information from in-house officials and coordinating with the web developer
- Assisting & coordinating with IT personnel on applications developmental activities
- Coordinating with Administration / Purchase departments for updating Tenders / advertisement related information on the website
- Continuously checking and ensuring the links on website are active & working

Age : 21 – 30 years

CONSOLIDATED SALARY: ₹ 17,000 to 25,000/- p.m.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for the interview on **Friday, 30th November, 2018 at PS-334 (Administrative Meeting Room), 3rd floor Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 10.00 a.m. to 10.30 a.m.

Sd/-
Supervisor