

21/12/20

SUB: Part Time Offer at Kacima Digital Media

Dear Livia,

We at Kacima Digital Media are delighted to offer you a role as part time employee in Pune in our Social Media and PR company.

Position Title: Social Media Associate

Start Date: December 21, 2020

Remuneration: Rs 3,500/ month +Conveyance (if any)

Your role will include:

1. Writing Series for ABC Farms and scheduling posts with hashtags
2. Writing posts for ABC Farms Pizza Cafe- and scheduling these posts which go up twice a week
3. Posting Stories for ABC Farms and ABC Farms Pizza Cafe
4. Making monthly reports for ABC Farms
5. Answering queries from potential customers
6. Making Images for ABC Farms and ABC Farms Pizza Cafe

We encourage working from home with a few guiding principles.

1. The work we do must not be discussed outside the Kacima circle. We like our work to speak for itself and your discretion is appreciated.
2. Conversations between clients and Kacima are sacrosanct. Integrity needs to be maintained at all times.
3. If work cannot be delivered for any reason, the team will need to be informed in advance.
4. Deliveries and deadlines are of utmost importance. We work Sundays when necessary, and work needs to go up as per schedule.
5. When meeting a client, conveyance will be borne by the company.

Kacima in Sanskrit means "The abode of the clouds." Since ideas and digital both reside in the clouds, we at Kacima bring our best to the table, be it our enthusiasm, or our creative skills. This is what we hope you will bring to the company.

Please do convey your acceptance at the earliest.

Looking forward to working with you,

*Nidhi*

Warm Regards

Nidhi Taparia

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