



AMITY UNIVERSITY

AMITY TECHNICAL PLACEMENT CENTRE

(Centralized Campus Placement Division of Amity Education Group)

NOIDA | LUCKNOW | JAIPUR | GURGAON | GWALIOR | GREATER NOIDA | MUMBAI | RAIPUR | KOLKATA | RANCHI | PATNA | MOHALI

Company Name ExpertGRAD

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| Important Date(s) | Last Date to Apply - 19th October, 2022 |
| About Company | ExpertGRAD Educational Technologies is a renowned name in the global realm of academic assistance. Established in the year 2012, we have been successfully mentoring thousands of students from universities all over the globe, every year. Uni students need timely assistance when it comes to academic projects amidst their busy schedules, and so, ExpertGRAD Educational Technologies was designed. Over the years, ExpertGRAD Educational Technologies has marked its niche in the education sector by offering outstanding guidance, setting a benchmark of excellence. Along with the team of 5000+ subject matter experts, we provide unsurpassed academic assistance, thereby, enabling scholars to achieve their desired grades. |
| Website | https://www.expertgrad.com/ |
| Batch | 2020, 2021 & 2022 |
| Date of Campus | 4th Nov, 2022 |
| Virtual / Physical (Venue) | Physical Drive |
| Joining | Immediate |

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| Job Title | Profile 1: Academic Mentor Profile 2: Executive Customer Success |
| Employment Type | Full Time |
| Eligible Degree Programme(s) | Profile 1 & 2 - LLB/LLM/M. Sc/B. Com/M. Com/B.Ed./B.Tech |
| Eligible Branches | LLB/LLM/M.Sc (Nursing/Medicine)/ CA/C.FA/B.Com/M.Com, /M.Sc(Economics)/ MA (Economics / M.Sc (Statistics, Maths), B.Tech (Avionics, Biotech, Mechanical, Thermal(TFS), Horticulture, Food Tech)/ B.Sc (Forensic Science)/ Education |
| Eligibility Criteria | No Percentage Criteria |
| Roles & Responsibility | <p>Profile 1:</p> <ol style="list-style-type: none"> 1. To comprehend the requirements of each project as per the requirements of the client. 2. To conduct secondary research and study the involved concepts on various domains. 3. To write plagiarism free, well edited high-quality content and master the art of academic writing. 4. To ensure compliance with stipulated deadlines of every individual micro projects. 5. To provide one on one online tutoring sessions to students in their respective subjects. 6. To train new members on the basics of academic writing and explore in depth learning of conceptual theories as used in foreign universities. <p>Profile 2:</p> <ol style="list-style-type: none"> 1. Intermediate understanding of online tutoring, academic content writing and various facets of domain-specific requirements and employing such understanding in interaction with clients, allocation, after-allocation and quality assurance activities. 2. Interacting with clients and writers through both voice (Phone Calls) and non-voice support (Email, Live Chat on Website, Facebook Messages, WhatsApp chats). • Successfully taking the ownership of the task from the allocation till the final delivery. 3. Contributing efficiently for different activities of Operations in a 24/7 and highly flexible environment. • Consistently performing well in understanding client's requirement, assigning projects, handling critical cases till its successful resolution. 4. Excellent communication with the other teams in various stages between project allocation and project delivery. |

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| | <p>5. Proactively resolving project requirements through collaboration of the clients and writers.</p> <p>6. Appropriate understanding of the Cost and Time Requirements of various Technical/Non-Technical Projects.</p> <p>To work for client satisfaction from the beginning to the delivery of the final orders through Panel.</p> |
| Service Agreement, if any | No Bond |
| Other Skills Required | <p>Profile 1:</p> <ul style="list-style-type: none"> • Excellent Written & Oral Communication Skills in English, Strong Comprehension Ability. • Exceptional Subject Matter Expertise. • Intensive and Extensive Internet Research Skills, Output Authenticity & Reliability. • Ability to work under pressure, Target, and Quality oriented. • Inclination towards Research and Writing. • Must possess high level of concentration abilities and must be open to learn new concepts quickly. <p>Profile 2:</p> <ul style="list-style-type: none"> • Excellent communications skills in English (Both oral and written) • Good listener and active problem-solving skills. • Good interpersonal and analytical skills • Ability to handle pressure and work on tight deadlines. • Excellent multitasking skills. • Ready to work in Rotational Shifts |
| Package | 3 – 5 LPA |
| Location | Noida |
| Recruitment Process | Will be Informed Later |
| How To Apply | <p>Interested and eligible students need to apply on the link given below latest by 6:00PM, 19th October 2022</p> <p>Click here to apply</p> |
| Representative from ATPC (For any Guidance / Query) | <p>Mr. Mohit Prasad mprasad2@amity.edu</p> |

All the Best!

Anjani Kumar Bhatnagar
Dy. Director - Amity Technical Placement Centre

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