



CENTRE for CAREER PLANNING and COUNSELLING

University of Kashmir

(AAC Accredited Grade A+)

Campus Recruitment by North India Coffee Company Pvt. Ltd.

Company Profiling:

North India Coffee Company is the first production company of coffee here in Kashmir. Company's production plant and headquarters is in Rangreth Srinagar J&K. They use Ancient Process in Production to make their coffee royal. It is totally handmade process.

Recruitment Process:

North India Coffee Company's main aim is to find the potential resources for filling up the vacant positions in organization. Company's placement team will conduct one round of interview in the campus that will include Hr. round and Domain round.

The Selection list will be provided to the Placement Department of the University and the selected candidates will be called for the Interview.

Training process:

Every Employee will be provided with at least 15-30 days of training to train them how to work in the particular departments.

Recruitment Details:

<u>S no.</u>	<u>Name of the post</u>	<u>No. Of openings</u>	<u>Qualification</u>	<u>Experience</u>	<u>Salary</u>
01	Graphic Designer	03	Diploma in CSE or Diploma in Graphic Designing or relevant degree.	Proven graphic designing experience.	18k-22k
02	Social Media Handler	03	10+2 or Diploma in any Branch.	Proven Social Media Handling experience.	10k-12k
03	Content Writer	03	Bachelor's or Master's Degree in English, Journalism, or a Related Field	1-2 year experience as Content Writer	18k-22k
04	Sales Executive	10	Diploma in any branch /Graduate.	1-2 year experience as a Sales Executive	10k-15k
05	Production Manager	03	Diploma in Food tech or B.TECH in same	2-3 year Experience in the same field.	15-20k
06	Production Executive	08	Diploma in Food tech or B.TECH in same	0-1 Year experience in the same field.	10k-15k

07	Web developer	05	B.tech in CSE or Diploma in the same field.	1-2 year experience in Web Developing	20-25k
----	---------------	----	---	---------------------------------------	--------

Graphic Designer

Responsibilities:

- Study design briefs and determine requirements.
- Conceptualize visuals based on requirements.
- Prepare rough drafts and present ideas.
- Develop illustrations, logos, and other designs using software or by hand.
- Planning concepts by studying relevant information and materials.
- Illustrating concepts by designing examples of art arrangement, size, type size, and style and submitting them for approval
- Preparing finished art by operating necessary equipment and software

Social Media Manager

Responsibilities:

As a social media manager, you are responsible for the company's media presence. This means that every photo, sentence, and customer interaction comes directly through you, and it is your responsibility to make the company look its best during those interactions.

Work closely with the marketing team to develop social media campaigns that help to achieve corporate marketing goals

Develop monthly reports on emerging social media trends that will be submitted to the management and executive teams

Monitor the company's social media accounts and offer constructive interaction with users Create methods for finding and saving online customer reviews

Analyze the long-term needs of the company's social media strategy and offer quarterly reports to the management and executive teams that outline any necessary changes to the digital marketing plan.

CONTENT Writer

RESPONSIBILITIES:

Create content marketing campaigns to drive leads and subscribers Use SEO best practices to generate Traffic to our site.

Regularly produce various content types, including email, social media posts, blogs, and white papers Actively manage and promote our blog, and pitch articles to relevant third-party platforms

Edit content produced by other members of the team

Analyze content marketing metrics and makes changes as

needed Collaborate with other departments to create innovative content ideas.

Sales Executive

Responsibilities:

Sales Executive responsibilities include discovering and pursuing new sales prospects, negotiating deals, and maintaining customer satisfaction. Sales executives should have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services

Production Manager

Responsibilities:

- Planning and organizing production schedules.
- Assessing project and resource requirements.
- Estimating, negotiating, and agreeing to budgets and timescales with clients and managers.
- Ensuring that health and safety regulations are met.

- Determining quality control standards.
- Overseeing production processes.
- Selecting, ordering, and purchasing materials
- Organizing the repair and routine maintenance of production equipment.

**Production Executive
Responsibilities:**

A Production Executive oversees and works on production operations for the manufacturing, packaging, and roasting of Coffee. They lead production operations and ensure the quality and profitability of products.

**Web Developer
Responsibilities:**

Designing user interfaces and navigation menus
Writing and reviewing code for sites, typically HTML, XML, or JavaScript
Integrating multimedia content onto a site
Testing web applications
Troubleshooting problems with performance or user experience
Collaborating with designers, developers, and stakeholder

***Najma Hussain
General Manager***

Interested students can register themselves using the Google Form Link shown below before **March 26, 2023**

<https://forms.gle/wwf21TxeV3LtacC2A>

Forwarded to all Career Counsellors and Placement Officers associated with this Centre for wider dissemination among their relevant student groups. For any other queries related to this Campus recruitment applicants can contact the office of Director, Centre for Career Planning and Counselling, University of Kashmir during working hours at **Ph. (Landline) 0194-2272265, Email ID: contactccpc@uok.edu.in**

***Sd/--
Director***

**No.F (CCPC/Coffee India-Rec-Drive/KU/2023
Dated: - 16.03.2023**

