

Position	Senior Executive
Function	Jagran Josh
Department	Editorial
Experience	3-5 Years
Location	Delhi
Job Description	<p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. To create Current Affairs articles, daily quizzes, insightful analyses, descriptive stories and breaking news 2. Develop error free, plagiarism free and reader friendly content as per SEO guidelines 3. Conduct thorough research and ensure excellent quality standards for the content 4. Good screen presence and ability to conduct a video session on current affairs and exam preparation and answer student queries 5. Ensure timely delivery of content and enhanced experience for the target users 6. Keep abreast of all current affairs and new developments in the test prep industry 7. Work closely with the Content Head/designated SPOC to grow the credibility for JagranJosh as a growth driver in the Govt Exam Prep and General Knowledge section 8. Carry out any other work-related tasks as found suitable by the management.
Knowledge & Skills	<p>a) Functional:</p> <ul style="list-style-type: none"> -Well versed with national and international current affairs and all developments related to Government Exams (Banking/SSC/IAS etc.) -Ability to research, write, edit and develop fresh content independently -Excellent command over English and Hindi languages -Knowledge of MS-Word, MS Excel, MS Power Point, MS Paint <p>b) Behavioral:</p> <ul style="list-style-type: none"> -Should be process-oriented and be able to understand content-creation and work flow to ensure seamless delivery -Professional and a team player -Good at time management

