



Bharati College
(University of Delhi)



OPUS
TRAINING & PLACEMENT CELL

BBV

Internship Opportunity

<i>Organization:</i>	BBV Media Tech Pvt. Ltd.
<i>Profiles:</i>	<ul style="list-style-type: none">● Founders Office Intern● Content/Copywriter Intern
<i>Eligibility:</i>	All years across all courses
<i>Stipend:</i>	5k per Month
<i>Working Mode:</i>	Hybrid
<i>Office Location:</i>	Gurugram, Haryana
<i>Joining Date:</i>	Notified after selection
<i>Duration:</i>	2 Months
<i>Selection Procedure:</i>	<ul style="list-style-type: none">● CV Shortlisting● Assignment● Virtual Interview
<i>Registration Link:</i>	https://linktr.ee/opustpc
<i>Last Date for Application:</i>	25th February, 2024, 11:00 pm

JOB DESCRIPTION (JD)

JOB TITLE: Founder Office Intern

1. Provide administrative support to the founders and management team, including but not limited to scheduling meetings, managing calendars, and handling correspondence.
2. Coordinate events, meetings, and conferences, both internally and externally, ensuring seamless execution and timely communication.
3. Assist in managing communication channels within the team, ensuring clarity and efficiency in all interactions.
4. Offer general tech support to the team, troubleshooting technical issues, and assisting with software and hardware setup as needed.
5. Conduct data analysis and research tasks to support various projects and initiatives, providing insights and recommendations to optimize operations.
6. Collaborate with cross-functional teams to streamline processes and improve overall efficiency, leveraging technology tools and platforms.
7. Maintain documentation and records, ensuring accuracy and compliance with company policies and procedures.
8. Proactively identify areas for improvement and propose solutions to enhance productivity and effectiveness.

JOB TITLE: Content/ Copywriter Intern

1. Write compelling and engaging copies for our social media platforms, including Instagram, LinkedIn, Twitter, and Telegram, to drive user engagement and brand awareness.
2. Stay updated on social media trends and identify opportunities to incorporate trending topics into our content strategy, while maintaining alignment with our brand voice and values.
3. Collaborate with the social media team to brainstorm creative ideas and strategies to enhance our content game and attract a wider audience.
4. Understand the algorithms of various social media platforms and tailor content accordingly to maximize reach and engagement.
5. Proactively monitor and analyze key metrics of social media growth, including likes, shares, comments, and followers, to identify areas for improvement and optimization.
6. Maintain a consistent posting schedule and ensure that all content is published in a timely manner, adhering to brand guidelines and quality standards.
7. Engage with our audience and respond to comments and messages in a timely and professional manner, fostering a sense of community and interaction.
8. Take ownership of projects and initiatives, demonstrating a high level of initiative, creativity, and individuality in your work.