

- \*\* Opportunities global in nature are open to candidates of all nationalities.**
- \*\* Job Descriptions are common for Job/ Internship**
- \*\* Read and understand all Job Descriptions listed to find best suitable profile for you**
- \*\* WFH (Work From Home) is an option for all positions**

## Overview

makeLogics is an internal division of Oligosoft Corp, a fast growing software company based in India. makeLogics strives to attract, cultivate and retain exceptional talent and is now looking for exceptional students with talent and good work ethics.

## About Us

Our team members want to know the what, the why, and how we can do better than everyone else. We dig deep, push hard and laugh a lot. Each person brings something to the table that helps make us a killer team.

## Company Profile

Oligosoft Corp is an IT solution provider, which has been widely acknowledged for its domain expertise in hardware and software design and development. The same is reflected by its success with their premium customers that includes large government and public sector organizations and universities at a global level.

- You will work very closely with the Core team.
- Offers good learning opportunity, quick vertical growth prospects and strong entrepreneurial environment.
- Candidate must have willingness to work in a start up environment with deadlines, tight schedule, long working hours, additional responsibilities and multiple Projects in parallel. Can expect less salary and more perks.
- If you consider yourself an enthusiastic, pro-active, dependable and collaborative team player with clear thinking and attention to the detail, able to offer innovative solutions to problems, then you are the kind of people we are looking for.

## Perks

- Unlimited WiFi, Coke, Orange Juice, and Snacks
- Powerful box and screen setup with comfy chair
- An exciting and challenging work environment
- Commuter benefits, Medical benefits, Movie tickets, Flight tickets, Accommodation
- ESOP (Employee Share Ownership Plans)
- Free lunches (there is such a thing at makeLogics) Common for all profiles.

## Desired Qualification

Bachelor's degree/ Masters Degree/ any equivalent graduation certificates

## Requirements

- Excellent verbal and written communication skills and pleasant personality
- A hungry entrepreneurial and "can do" spirit, as evidenced by keen interest in perpetual learning

## Additional qualifications include

- Disciplined and ability to work independently

## Candidates must have

- Great attitude and strong work ethics
- The desire to achieve real-world results as well as unstructured research
- The ability to effectively communicate in person as well via phone, email and chat
- Problem solving skill
- Ability to think out of the box and be creative
- Good interpersonal skills
- Good verbal, written and listening skills
- Must possess multitasking skills

## 1. Accountant Assistant (Freshers)

### Qualification

- B. Com or Any Graduation in commerce

### Requirements

- Thorough knowledge of Accounting
- Competency in MS Office and Accounting Software

### Job Description

- Verify the accuracy of invoices and other accounting documents or records
- Assist qualified Accountants with audits
- Management of petty cash transactions
- Prepare Accounts and Tax returns
- Organize and maintain financial record
- Administer payrolls and control income and expenditure
- Maintenance of daily books of accounts Bank transaction entries and timely preparation of Bank Reconciliation statements

## 2. Administrator Assistant (Freshers)

### Desired Qualification

- Any Graduation

### Requirements

- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills

### Job Description

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Assist with planning and execution of all company events
- Procurement of general office supplies

- Able to Handle Housekeeping management, Security Management, Facility Management
- Co-coordinating admin activities in office and coordinating with internal departments
- Act as an information resource
- Supervise and handle the transport arrangements
- Maintain documents related to vendors/ contract/ payment
- Supervise, advice and mentor the admin related works

### Job Priorities

- Organized approach
- Initiative
- Honesty and discretion
- Ability to cope with pressure

## 3. HR Assistant (Global) (Freshers)

### Desired Qualification

- MBA or Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Requirements

- The candidate should be a self-starter and result oriented
- Have the ability to multitask and work on multiple positions at any given point of time

### Job Description

- Post job ads and organize resumes and job applications
- Schedule job interviews and assist in interview process

- Ensure background and reference checks are completed
- Employee Management
- Employee Orientation, Induction & On boarding
- Assist formulation of policies & standards for the company.
- Attendance & Payroll processing Assist with day to day operations of the HR functions and duties.
- Joining formalities and Exit-Interviews
- Deal with employee requests regarding human resources issues, rules, and regulations
- Maintain records related to grievances, reviews, and disciplinary actions

## 4. AI & Call Agent (Freshers)

### Desired Qualification

- Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Skills

- Candidate with good customer service skills

### Job Description

Implementation, consultation, and enabling digitalization with AI tools effectively, Receiving and responding to incoming customer calls, addressing inquiries, providing information about products or services, and directing complex problems to the appropriate department, all while maintaining a positive customer experience and adhering to company policies and procedures.

## 5. Marketing Executive (Global) (Freshers)

### Qualification

- MBA, BBM, BBA, BE/ B.Tech or Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Skills

- Ability to think out of the box and be creative
- Ability to plan and formulate strategies
- Good understanding of customer segmentation

### Requirements

- Attention to detail and a creative approach

### Job Description

- The candidate will coordinate all marketing activities
- The candidate will conduct primary research to determine market requirements for sales and marketing department
- Market research, including competitors and consumers Executing marketing strategies and campaigns
- Follow up on leads Monitor and coordinate the production of promotional materials
- Plan and organize sales promotional events and exhibitions

## 6. Business Development Executive (Global) (Freshers)

### Desired Qualification

- MBA, BBM, BBA, BE/ B.Tech or Any Graduation

### Job Description

As a member of a fast-paced sales and support team, you will help the company quickly identify the target audience, their needs and contribute to the growth of our customer base. Your objective is to continue to hone your account management and relationship-building skills, selling, supporting and servicing.

### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet, able to see the larger picture
- Willing to take responsibility for tasks and initiatives
- Attention to detail in planning and communication is an asset

### Requirements

- Responsible for sales to new & existing clients and also acquire new clients in the assigned territory
- Target and develop new business opportunities
- Interact with potential clients Consistently work on increasing sales and achieving revenue targets assigned
- Develop a database of qualified leads through referrals, telephone canvassing, cold calling business owners, direct mail, email, and networking
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity

### Job Priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Market research, mapping and analysis
- Leading direct customer engagements to reach established targets
- Account management

## 7. Sales Executive (Global) (Freshers)

### Desired Qualification

- MBA, BBM, BBA, BE/ B.Tech or Any Graduation

### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet, ability to see the larger picture
- Willing to take responsibility for tasks and initiatives
- Attention to detail in planning is an asset

### Job Description

- Sales to corporate customers for software our products
- Meet sales targets Arrange meeting Development Executives with new clients for Business
- Producing regular sales reports
- Visiting clients on a regular basis
- Follow through on meetings and proposals until closure
- Inputting and participating in marketing campaign, organizing and executing monitoring until completion
- Organizing marketing through social media sites
- Meeting company objectives, as they are set

## 8. Business Development Manager (2-3) years experience

### Desired Qualification

- MBA, BBM, BBA, BE/ B. Tech or Any Graduation

### Skills

- Excellent negotiation skills
- A pro active self-starter who can operate both individually and as part of a team Outstanding needs analysis, positioning, business justification and closing skills
- Superior presentation and excellent oral and written communication skills
- Strong client management skills and ability to keep promises

### Requirements

- Initiate marketing strategies and coordinate actions to influence the market
- Proactively develop and improve products and service
- Ability to discuss strategic and sensitive issues
- Understands clients' needs. Build and maintain excellent relationships with colleagues and clients.
- Set sales targets and define strategy to achieve these targets and to follow the set strategy punctually
- Developing work profiles & daily work schedules for subordinates in the marketing department
- Support marketing activities, including trade/ scientific shows, mailings, etc
- Content creation & publicity Build referral and lead generation network

### Job Description

In charge of all the business development activities. Identify and develop business opportunities for the company. Manage, support, and supervise the business development department. This department is responsible for the acquisition of new projects and project bids.

### 9. BDE- e commerce (Global) (No fieldwork) (Freshers)

#### Desired Qualification

- MBA, BBM, BBA, BE/ B.Tech or Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

#### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet, able to see the larger picture
- Willing to take responsibility for tasks and initiatives
- Attention to detail in planning is an asset

#### Requirements

- Excellent negotiation skills
- A pro-active self-starter who can operate both individually and as part of a team Outstanding needs analysis, positioning, business justification and closing skills
- Superior presentation skills
- Strong client management skills

### Job priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Maintain the business development databases
- Relationship building with corporates and the media
- Build referral and lead generation network

### Job Description

- You will help the company quickly identify the target audience, their needs and contribute to the growth of our customer base
- Managing and maintaining databases of potential clients
- Developing strong work relationships with prospective new clients
- Providing support to the sales and marketing team through a variety of additional activities
- Drive revenue through new client acquisitions
- The ability to drive corporate sales directly
- Design approaches and pitches that will convince potential clients to do business with the company
- Strategic planning is a key part

### Job Priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Market research, mapping and analysis Leading direct customer engagements to reach established targets
- Account management

### 10. Management Trainee (Global) (Freshers)

#### Desired Qualification

- MBA, BBM, BBA, BE/ B.Tech or Any Graduation

#### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet

#### Candidates must have

- Aggressive but pleasant attitude
- Should be a leader who will inspire and be willing to meet different and new people
- A strategic thinker who is able to develop and refine strategy for successful implementation of each new business line
- Enthusiasm for working in a quickly changing, fast-growth environment

### Job Description

- Developing and implementing innovative B2B sales strategy
- Understand the products of the company thoroughly
- Understand the skills and expertise of the company

- Understand the requirements of the customer and map it to the available products of the organization or to the expertise and skills within the organization
- Visualize and evolve newer applications and project to the prospective customer
- Develop a complete understanding of the customer segment for such products
- Build company profile and brand image in the market Strategize effectively to create new customers on a continuous basis
- Provide strategic inputs through proposals based on what the market demands
- Able to see the larger picture
- Willing to take responsibility for tasks and initiatives

### Meticulous

- Attention to detail in planning is an asset

### Job priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Market research, mapping and analysis
- Leading direct customer engagements to reach established targets Account management

### 11. Legal and Policy Research (Global) (Freshers)

#### Desired Qualification

- LLB, Any Law related Graduation

#### Requirements

- Ability to think out of the box and creative

### Job Description

- Assist to draft contracts for employees and clients

- Assist to draft policy documents for compliance and quality
- Actively participate in IP protection, trademark registration, incorporation process
- Liaise with legal advisers, company secretary & CA
- Participate discussions & brainstorm sessions on tax, joint venture, partnerships, and product licenses
- Review different commercial and procurement contracts and other related legal documents
- Advise on foreign and domestic commercial transactions involving manufacturing, materials, intellectual property, inventory, services and financing

## 12. Finance Analyst (Freshers)

### Desired Qualification

- MBA, BBA/ BBM or Any Graduation

### Requirements

- Must possess multitasking skills
- Flexible enough to adapt skill set of upcoming technologies

### Job Description

- To prepare reports by collecting, analyzing and summarizing information from data and its related content
- Performance analysis of the business units / verticals Budgeting & Cost control

- Business planning and forecast
- Revenue & Expense planning Business/ Vendor management
- Work closely with Technology and Accounting team
- Work closely with department heads on opportunities based on facts coming through data & analysis Gathering reports/data relating to various departments for preparing management dashboards
- Analyze and review management dashboards with department leads for strategic decision making
- Analyze Industry data/feedback and provide data based inputs to the Management on product, pricing, promotion, people, strategy etc.
- Do analysis of quality of forecasting through analysis of data on success or failure of forecasting

## 13. Business Analyst (Freshers)

### Desired Qualification

- MBA, BBA/ BBM, B.Tech or Any Graduation

### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet, able to see the larger picture
- Willing to take responsibility for tasks and initiatives
- Attention to detail in planning is an asset

### Job Description

- Responsible for working with the client to capture and document the project requirements. This includes the Business requirements, User requirements, Functional requirements and Quality of service requirements.
- Responsible for interfacing with the technical leads to ensure they understand the financial requirements and upon testing, the Business Analyst will work with the team to ensure testing covers and validates all requirements.
- Will be involved in client meetings.

- Co-ordinate with various departments like HR, Sales, Marketing, Finance, Production and Program etc.
- Ability to multitask, manage, and coordinate complex client facing engagements concurrently while maintaining client service levels and time lines.
- Assist managers in the month end close process.
- Provide recommendations for improvement on current financial procedures.
- Develop controls to ensure all applicable revenue is billed or recognized.
- Ensure departmental controls are in compliance with internal audit standards

### Job priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Market research, mapping and analysis
- Leading direct customer engagements to reach established targets
- Account management

## 14. Content Writing (Global) (Freshers)

### Desired Qualification

- MBA, BBA/ BBM, BE/ B.Tech, BA or Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Requirements

- Excellent in grammar and vocabulary
- Passion for writing, attention to detail, ability to adapt to different writing styles
- Ability to work independently
- Ability to work in a target driven work environment meeting deadlines
- Ability and interest in researching different subjects

### Job Description

- Write content for products from various categories keeping the usage and Unique Selling Points of product in mind
- Editing and proof reading articles and other web content
- Research, write and edit web content from scratch
- Strong writing, editing and proofreading skills
- Assuring web content is user friendly and key worded for SEO benefit.
- Ensure grammatical checks are done and succinct, fact filled content uploaded.
- Capture the product features from product images and specifications.
- Quality check of delivered contents as per the specifications. • Check for format, grammatical and factual errors
- Ability to articulate and convey messages clearly be it in verbal or in written form

## 15. Social Media Monitoring (Global) (Freshers)

### Desired Qualification

- MBA, BBA/ BBM, B.Tech, BA, BCOM or Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Requirements

- In depth knowledge and understanding of social media platforms
- Excellent technical skills related to social media platforms/ tools and ability to learn new tools quickly.
- Knowledge of blogging ecosystem.

### Job Description

- Manage social media pages on behalf of clients on various social networking sites including Facebook, Twitter, YouTube, Instagram etc.
- Develop social media strategy and social strategies to drive audience to increased awareness and usage.
- Develop innovative tactics that increase brand loyalty and content consumption.

- Work towards building online audience for various social media campaigns
- Develop new content as well as distribute existing content via social channels.
- Promote, engage and convert social media traffic to generate greater ROI for clients. Responsible for managing organic & paid promotion for all the channels
- Work with the development team to ensure social media tools are kept up to date. Interact with online users on behalf of clients in social media spaces, engaging in dialogues and answering questions where appropriate.
- Monitor effective benchmarks for measuring the impact of social media programs, and analyze, review, and report on effectiveness of campaigns to maximize results.
- Track and provide analysis and reports on social media progress, trends, and competition; informing clients of the impact of efforts and status updates on our work.
- Regularly provide insights gained from social media monitoring to internal team members.

## 16. Finance Executive - Accounts, Finance and Funds (Global) (Freshers)

### Desired Qualification

- MBA, BBA/ BBM, B Com

### Requirements

- People management
- Good understanding of Systems and Processes
- Strong analytical skills with a go getter approach
- Good knowledge of accounting practices/ systems

### Job Description

- Provide and interpret financial information
- Formulating strategies and long term business plans researching and reporting on factors influencing business performance

- Analyze competitors and market trends
- Manage company's financial accounting, monitoring and reporting systems
- To work with the data information to ensure consistency in the financial and contractual performance reporting structures
- To provide leadership and management of direct reporting, to work with other colleagues to ensure that all monthly management reports are produced, shared, understood and acted upon.
- Will be responsible for performing variance analysis of finances (Actual vs Budget/ Actual vs Forecast etc)
- Will be responsible for performing cost benefit analysis for various projects initiated within the function.
- Should be able to liaise with the business for financial discussions

## 17. Business Economist (Global) (Freshers)

### Desired Qualification

- MBA, BBA/ BBM, B.Com, B.A or
- Any Bachelors or Post Graduation with Economics, Accounting, Business, Management or Statistics.

### Skills

- Thinking on the feet, able to see the larger picture
- Willing to take responsibility for tasks and initiatives
- Attention to the detail in planning is an asset

### Requirements

- Broad interest in the business world
- Creative, systematic, critical and strong analytical skills with a go getter approach
- Research orientated

### Candidates must have

- Pricing problems, Production programs, Investment analysis and Environmental forecasting etc.
- To provide the necessary economic intelligence, besides statistical information to the Management for effective planning.
- Do research, collect information and evaluate the business economic aspects that influence the growth and development of the organization

### Job Description

Conduct research, prepare reports or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal policy. Knowledge about the environment factors which affects the business. May collect and process economic and statistical data using sampling techniques and econometric methods. Compile, analyze, and report data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques.

### Job priorities

- Formulate recommendations, policies, or plans to solve economic problems or to interpret markets.
- Study the socioeconomic impacts of new public policies, such as proposed legislation, taxes, services, and regulations.
- Analyzing data or information - Identifying the underlying principles, reasons, or facts of information.
- Processing information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

### Responsibilities may include but will not be limited to

- Providing a quantitative base and assist the management in decision making and forward planning
- Make extensive study of the business environment and the external factors affecting the business interest
- Advertisement, Sales forecasting, Market research, Analysis of competitors



## 18. Crew Member (Global) (Creative Team)

### Desired Qualification

- Any Graduation
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Job Description

- Contribute and participate in our content creation/ creative projects for visual media/ digital media/ Print media

### Skills

- Writing/ Creative writing/ Designing/ Drawing/ Music/ Singing/ Dancing/ Acting/ Photography/ Videography/ Video Editing
- Thinking on the feet, able to see the larger picture
- Willing to take responsibility for tasks and initiatives

## 19. Brand Ambassador/ Models (Global) (Pursuing students Only)

### Desired Qualification

- MBA, BBA/ BBM, B.Tech, BA or Any Graduate Student
- Exceptionally talented **10th, 11th, 12th students** also can apply for **Summer vacation Internships**.

### Requirements

- Well versed with social media
- Great with networking

- Popular, charismatic, pleasant personality and attitude.

### Job Description

- Promote brand makeLogics among college students and boost our brand recognition
- Promote our events through Social Media
- Candidates need to connect us with minimum 3 events in campus.
- Modelling for our promotional campaigns.

## 20. Graduate Trainee (Global) (Freshers)

### Desired Qualification

- BBM, BBA, BE/ B.Tech or Any Graduation

### Skills

- Ability to engage and influence clients
- Effective in handling rebuttals and objections
- Thinking on the feet

### Candidates must have

- Aggressive but pleasant attitude
- Should be a leader who will inspire and be willing to meet different and new people
- A strategic thinker who is able to develop and refine strategy for successful implementation of each new business line
- Enthusiasm for working in a quickly changing, fast-growth environment

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- Understand the requirements of the customer and map it to the available products of the organization or to the expertise and skills within the organization
- Visualize and evolve newer applications and project to the prospective customer
- Develop a complete understanding of the customer segment for such products
- Build company profile and brand image in the market Strategize effectively to create new customers on a continuous basis
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- Able to see the larger picture
- Willing to take responsibility for tasks and initiatives

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### Job priorities

- Participate in client interactions for knowledge transfer, updates, and review meetings
- Market research, mapping and analysis
- Leading direct customer engagements to reach established targets Account management

## 21. Freelancer/ Independent Sales Associate (Global)

Work From Home- Flexible-Timing Opportunity.

### Job Description

- As an Independent Sales associates, you may connect us with potential buyers for our various software products/ solutions (valued between 10K USD to 100K USD) on revenue sharing basis.

- Projects in multiple industries including Oil and Gas, Aerospace, Marine, Mining, Construction, Power, Pharma, Adventure tourism and Transport.
- South America, Europe, Middle East and Asia Pacific market.

Contact HR for more info

## 22. Freelance Consultant Legal/ CA/ CS

- Individuals in early stage of their career, willing to closely work with startups.

Contact HR for more info

## 23. Business Intelligence

--- Confidential---