

Profile: Digital Marketing Cum MIS Executive

Location: Jaipur, Rajasthan (5 to 10 years' experience)

Job Summary

We are seeking a highly skilled and detail-oriented professional with strong expertise in report writing, proposal writing, budgeting, and graphic design. The ideal candidate should excel in data management, documentation, and visual communication, along with strong capabilities in handling social media platforms.

Key Responsibilities

1. Proposal Writing & Budgeting (Most Important)

- Develop high-quality, compelling proposals aligned with organizational goals
- Prepare detailed budgets, cost estimates, and financial projections
- Ensure accuracy, clarity, and compliance in all proposal documents

2. Reporting & MIS Management

- Create, maintain, and analyze MIS reports
- Generate daily, weekly, and monthly reports with insights
- Ensure data accuracy and structured documentation

3. Graphic Design

- Design presentations, reports, and social media creatives
- Create infographics, brochures, and branding materials
- Maintain consistency in visual content

4. Social Media Management

- Manage and grow social media platforms
- Create, schedule, and optimize engaging content
- Track performance and improve engagement

5. Documentation & Tools

- Prepare professional documents and presentations
 - Maintain organized records and reporting systems
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Required Skills & Expertise

- Strong expertise in **proposal writing and budgeting (mandatory)**
 - Advanced skills in **report making and MIS management**
 - Proficiency in **MS Excel, Word, and PowerPoint**
 - Hands-on experience with **Canva** and graphic design
 - Strong **social media handling** skills
 - Excellent analytical and communication abilities
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Preferred Qualifications

- Bachelor's degree in Business Administration, Finance, Communications, or related field
 - Relevant work experience in a similar role preferred
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Key Competencies

- Attention to detail
- Creativity and visual thinking
- Data analysis
- Time management and multitasking
- Strong communication skills

Please share your resume at: contact@pmspl.net.in