

Job Title: Logistics Company - IT Support

Company Overview:

Kalaivani Logistics Pvt Ltd is a leading logistics company specializing in specialized logistics services. We pride ourselves on efficiency, innovation, and delivering top-notch solutions to our clients. We are seeking a talented and versatile Multimedia and IT Support Specialist to join our dynamic team.

Position Overview:

As a Multimedia and IT Support Specialist, you will play a crucial role in enhancing our company's image through compelling CAD presentations, engaging PowerPoint presentations, effective social media marketing, and providing essential support in resolving internal system and network-related issues.

Responsibilities:

1. CAD Presentations:

- Create detailed and visually appealing CAD presentations for project proposals, designs, and logistics solutions.
- Collaborate with various departments to gather information and translate technical data into user-friendly visuals.

2. PowerPoint Presentations:

- Develop professional and impactful PowerPoint presentations for internal and external stakeholders, showcasing company achievements, services, and strategies.

3. Social Media Marketing:

- Manage and execute social media marketing campaigns across platforms (e.g., LinkedIn, Twitter, etc.) to increase brand visibility and engagement.
- Develop content calendars, create engaging posts, monitor analytics, and adapt strategies for optimal results.

4. IT Support:

- Troubleshoot and resolve internal system and network-related problems promptly to ensure seamless operations.
- Provide technical support to employees regarding software, hardware, and network issues.

Requirements:

- Bachelor's degree in Multimedia, Information Technology, Computer Science, or related field.
- Proficiency in CAD software (e.g., AutoCAD, SolidWorks) for creating intricate designs and presentations.

- Strong skills in PowerPoint, Adobe Creative Suite, or other multimedia tools.
- Experience in managing social media platforms for business and executing marketing strategies.
- Proven ability to diagnose and resolve internal system and network-related issues efficiently.
- Excellent communication skills with the capability to collaborate effectively across teams.
- Prior experience in the logistics industry is an additional advantage..

Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and innovative environment.
- Career growth and development opportunities within the company.
- Collaborative and supportive work culture.

If you have a passion for multimedia design, IT support, and marketing, and you're looking to contribute your skills to a thriving logistics company, we encourage you to apply and be part of our team dedicated to delivering exceptional services in the industry.

To apply, please submit your resume and a portfolio showcasing your CAD designs, multimedia presentations, and examples of successful social media campaigns.

Kalaivani Logistics Pvt Ltd is an equal opportunity employer committed to diversity and inclusion in the workplace.