



Shikshana Prasaraka Mandali

Sharada Sabhagriha, S. P. College Campus, Pune - 411030

Required

Applications are invited from eligible and experienced candidates for the following vacant posts at Central office of S. P. Mandali, Pune - 30.

Post	No. of Posts	Requirement
HR Assistant	1	<ol style="list-style-type: none">1. Master's degree in HR2. Should have at least 5 years' experience in HR Operations3. Strong organizational and administrative skills4. Good communication and interpersonal abilities5. Proficiency in MS Office (Excel, Word, PowerPoint)6. Attention to detail and confidentiality7. Basic knowledge of labour laws and HR practices
Graphic Designer-cum-Content Creator	1	<ol style="list-style-type: none">1. Bachelor's degree in Graphic Design, Mass Communication, Fine Arts or a related field2. 2 to 5 years of experience in graphic design and content creation, preferably in the education sector3. Expertise in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects)4. Familiarity with content management systems (like WordPress) and email marketing tools (like Mailchimp)5. Proficiency in AI design/generation tools and Canva for quick turnarounds6. Exceptional command of the English language with a strong portfolio showcasing diverse writing styles (informative, persuasive, and creative)

General Instructions:

- 1) Only shortlisted candidates will be called for interview.
- 2) The candidate must bring required documents while appearing for the interview.
- 3) No TA/DA will be provided by the organisation to attend the interview.
- 4) The remuneration will be commensurate with the candidate's qualifications & experience.
- 5) Candidates should mention the post applied for and forward the application along with copies of required documents & testimonials to recruitment@spm.education or hard copy to **The Secretary, Shikshana Prasaraka Mandali, Sharada Sabhagriha, S. P. College Campus, Sadashiv Peth, Pune - 411 030** within 8 days from the date of publication of this advertisement.
- 6) The decision of Shikshana Prasaraka Mandali will be final.

**Secretary,
S. P. Mandali Pune - 30**