**Job Descriptions:**

***1. Technical Writer & Subject Matter Expert:***

Job Brief

We are looking for Technical Writer & Item Writers to write well crafted uCertify courses and test prep questions (items). You will join a team of talented writers and course designers who work collaboratively to produce courses and exam preparation solutions used by millions of students and teachers worldwide.

 *Responsibilities*

Produce high-quality courses and test prep items.

*Requirements:*

Strong working knowledge of  one or more of the following areas:

Coding, Languages (PHP, Java,)

Web Technologies (HTML, CSS, JavaScript)

Databases (Oracle, Mysql)

Networking (Cisco)

Security (includes Hacking and Cybersecurity)

Operating Systems (Linux, Windows)

Cloud, Virtualization and Infrastructure (AWS, Vmware, Azure)

Project/Business Management (ITIL, PMP, CBAP)

Productivity (MS Office)

Creative Tools (Adobe)

Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures.

Excellent written skills and experience in technical writing of software documentation or test prep items.

Excellent attention to details and eyes for details.

University degree in IT, Computer Science or technical certifications are highly preferred.

***2. Online Sales Executive:***

Job brief:

We are looking for talented and competitive Online Sales Executives. The successful candidates will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. You must be comfortable in talking to our US, UK and Australia based customers who are mainly Instructors, Associations, or student. You should also be comfortable in working with educators, generating interest, qualifying prospects and closing sales.

Note: This position does not require any field work.

Scope for Online Sales Executive:

Regardless of whether you are a recent university graduate or someone embarking upon a change of career as a salesperson, pretty much everyone starts at the same level as a online sales executive in uCertify Thereafter, career progression is down to how well you perform in your job.

After a few years of experience under your belt as an online sales executive, your career will invariably progress to key account management where you will be responsible for managing some of the company’s biggest customers or taking responsibility for key products. From here, you should expect to move into a management role as a online Sales Manager, then Senior Manager before progressing to Director and ultimately VP.

*Responsibilities:*

Find new sales opportunities via cold calling and emails

Understand customer needs and requirements

Research accounts, identify key players and generate interest

Perform effective online demos to prospects

Close sales and achieve monthly and weekly goals

You will be working via phone or internet, there is no field work involved

*Requirements:*

Strong phone presence

Excellent verbal and written communications skills

Strong listening and presentation skills

Graduate/PG degree or equivalent

Please note that this is not a bpo job. It is purely a sales profile with a tremendous career growth.

***3. Web Applications Developer:***

Job brief:

We are looking for Web Application Developers to build and maintain functional web page and applications of award-winning uCertify platform using HTML, CSS, JavaScript & PHP. You will create products used by millions of students and teachers worldwide.

To be successful in this role, you should have extensive experience building web pages from scratch and in-depth knowledge of following programming languages: JavaScript, CSS & PHP.

Ultimately, you will make sure our web pages are up and running and cover both internal and customer needs.

*Responsibilities*

Identify user and system requirements.

Create wireframes for optimal UX and UI.

Liaise with designers to decide on UI/UX elements (like graphics and navigation buttons).

Develop web and react and react native apps.

Write or check code for various applications.

Write tests. Test and debug code.

*Requirements*

Thorough understanding of HTML 5, CSS 3 and modern page layout techniques.

Programming expertise in JavaScript and JS frameworks (React and React Native experience is a big bonus) and PHP.

Experience with mockup and UI prototyping tools.

Understanding of security practices.

Familiarity with DevOps tools.

Solid experience with Bootstrap framework .

Strong problem diagnosis and problem-solving skills.

Strong organisational skills to juggle multiple tasks within the constraints of timelines.

Strong team player who can effectively communicate and collaborate with co-developers and other related departments.

Highly proactive: always thinking of new ideas and ways to use technology to increase process efficiency.

Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques.

Actual, hands-on development experience is preferred.

Technical degree preferred but not required.

***4. Technical Editor:***

 Job brief:

You must have excellent English language skills and eyes for details.

We are looking for editors who will review and edit technical content. They should be able to meet quality and accuracy standards. The goal is to provide exceptional, informative and engaging content.

 ***Responsibilities:***

Proofread, edit and improve content

Review layout and check content for accuracy and errors

Set standards and establish goals and expectations

*Requirements:*

Strong working knowledge of  one or more of the following areas:

Coding, Languages (PHP, Java,)

Web Technologies (HTML, CSS, JavaScript)

Databases (Oracle, Mysql)

Networking (Cisco)

Security (includes Hacking and Cybersecurity)

Operating Systems (Linux, Windows)

Cloud, Virtualization and Infrastructure (AWS, Vmware, Azure)

Project/Business Management (ITIL, PMP, CBAP)

Productivity (MS Office)

Creative Tools (Adobe)

Excellent written skills in English

Strong writing/editing/proofreading skills

Proven working experience as an editor

An eye for detail along with critical thinking

Prioritizing and multitasking

 ***Benefits for Employees:***

Tremendous Growth Opportunity-Upto 3 times growth in 5 years

Annual Performance Appraisal

Great starting salaries

Technology Allowance

Punctuality Allowance

Employee Provident Fund

Medical Allowance

Lunch, Dinner

Cab

Maternity Leave- 12 weeks

Paternity Leaves- 1 week

Interest-Free Laptop Loan

Talent Recognition-Star Performer Award

Promotion from within

Employee Referral Programs

Best Working Environment (World Class)

Fun At Work- uCertify Day & Exciting Contest

Open Door policy

Safe Working Environment

Five Day Work Week

Amazing Learning Opportunities

Supportive Management

Condition to join in uCertify :

Employee shall at all times faithfully, industriously, and to the best of his ability, experience, and talent, perform all duties that may be required of and from him pursuant to the express and implicit terms hereof, to the reasonable satisfaction of employer.

The Company has selected the candidate to work as a full time employee. The employee is expected to effectively carry out the official responsibilities assigned to him/her.

The employee, on joining the Company, will be required to execute a bond of INR 100,000 in addition to high school marksheet as a collateral security to serve the Company for a minimum period of 24 months (including Training Period & excluding leaves) from the date of your joining, in consideration of the Company incurring/bearing all the expenses involved in the said specialized training.

This bond will be applicable after 7 days from the joining date.

During the employment, any project work done by the employee will be the property of the company.

Experience certification will only be provided if the employee has successfully completed bond period and completed all exit processes.

Any and all disputes arising from this Agreement will be settled or resolved at “Allahabad Jurisdiction only”.