



## Welcome to Team of Performers

*To live to our organisational value of transparency and merit, this document will give you a deep understanding of your role and organisational culture.*

How the information below helps you understand our - you & MoreTasks - alignment better:

- Why MoreTasks: An overview of MoreTasks & Cultural Glimpses - our social media presence - “See it to feel it.”
- Hiring Process Overview
- Job Profile - how your candidature is being evaluated for this position

### Section - 1

#### **Why MoreTasks: An overview of MoreTasks & Cultural Glimpses - our social media presence - “See it to feel it.”**

MoreTasks started as an outsourcing and e-commerce organisation based in Sector 53, Gurugram, Haryana. At MoreTasks, we deliver smart business solutions for complex problems of our globally located clients. We as a company have grown leaps & bounds - locally in India & internationally. To fuel this exponential organic growth, we are looking to hire passionate & vibrant professionals, who are keen to join our **Graphic Designing Team** based at Gurugram.

**Our office Address:** Centrum Plaza, 409/405E/402 D-E, 4th floor, Golf Course Road, Sector 53, Gurugram, Haryana 122002- [contact@moretasks.com](mailto:contact@moretasks.com) t- +91-124-4377022

[Official Website](#)

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**MoreTasks Business Solution Pvt. Ltd.**

402(E), 4th Floor, Centrum Plaza, Golf Course Road, Sec-53, Gurgaon, Haryana- 122002 **CIN:** U74999JH2016PTC008880 | **GSTIN:** 06AAKCM3809J1ZA | +91-124-4377022 | [contact@moretasks.com](mailto:contact@moretasks.com) | [www.moretasks.com](http://www.moretasks.com)



## **You will love being a MoreTasker! Why? Well, here's why:**

- We are a first name basis organisation. There are no “sirs” & “ Madam”. We believe that every MoreTasker contributes equally to the growth of the organisation. Therefore, we don't believe in having a “boss”. A “team” is more of our thing. As long as it does not tamper with the functioning of the organisation, we believe in having an open and flat organisational structure-we work, play, and party together.
- We are an equal opportunity employer - 50% of team comprises of women. They keep the sanity of work place intact in all situations.
- Food in the office is yum, healthy & free at MoreTasks.
- Stay anywhere in NCR, Rapid Metro station (Sector 54 Chowk Metro Station) is a one minute walk from the office.
- Foodie? Love to party? But don't have the energy to go anywhere far after a long tiring day? What can be a better place than Gurgaon? And to top it all- how about working in an office that is located in one of Gurgaon's most premium and happening locations- just step out and you are surrounded by amazing places to eat and to chill and to party!
- MoreTasks believes team members are building blocks of an organisation and it is through their efforts organization grows. Happy to share success with team members.
- A young & vibrant workplace exhibiting energy and enthusiasm
- Regular celebrations in the office & bonhomie

## **Section - 2 :**

### **Hiring Process Overview**

#### **Hiring process @MoreTasks:**

1. Shortlisting the eligible candidates from the applications received.
2. MoreTasks to send the assignment for the assessment.
3. Candidates to submit the assignment within the stipulated timeline provided.

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*(PS: We don't use your assignment for our personal benefit; it is purely for evaluation purposes in the hiring process.)*

4. Evaluating and shortlisting the assignments received from the candidates.
5. Google Meet interview arranged with the functional head.
6. Final Interview (HR round).
7. Rolling out the offer and onboarding of the selected candidates at MoreTasks.

**Note for outstation candidates:** If the candidate gets selected, we provide an initial stay for three days who wants to relocate to Gurugram.

### **Section - 3 :**

#### **Job Profile -against what your candidature is being evaluated?**

##### **Job Description:-**

**Designation:** Graphic Designer

**Experience:** 0 to 4 Years

**Job Type:** Full-time

**Salary:** Best in industry

**Location:** Gurgaon, India

##### **Context:**

MoreTasks (MT) has been in the e-commerce business successfully for over four years now. We are a 150-strong organisation expecting to grow up to around 200 team members this financial year itself.

We are seeking a **Graphic Designer** to join MoreTasks.

You will be designing various things for our eCommerce and content portals. To be successful as a Graphic Designer in our organization, you must be a self-starter, have an amazing attention to detail, and capable of delivering brilliant designs on time.

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The ideal candidate will have strong creative skills and a portfolio of work which demonstrates their passion for illustrative design and typography. This candidate will have experience in working with numerous different design platforms such as digital and print forms.

**If hired, your day-to-day responsibilities will include-**

- Working on designing various things for our eCommerce and content portals
- Planning designs by studying information shared by the Product managers and/or writers
- Designing logos, concepts, promotional images, website workflows, etc, and submitting them for approval
- Communicating with the team about layout and design and coordinating with colleagues to accomplish tasks
- Collaborate with the team to ensure consistency of designs across various media outlets
- Create compelling and effective logos, designs, print and digital media
- Maintain awareness of current industry and technology standards, social media, competitive landscape and market trends

**Who can apply:**

- Bachelor's degree in graphic design is an added advantage
- Full-time work experience as a graphic designer
- Demonstrable graphic design skills with a strong portfolio
- Proficiency with required desktop publishing tools, including Photoshop, Illustrator, etc.
- Excellent time management skills and the ability to meet deadlines
- At least 0-1 year of graphic design experience
- Experience with an eCommerce company is an added advantage
- Should be a self-starter
- Should have amazing attention to detail
- Should be capable of delivering brilliant designs on time

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### **Required personality traits:**

At MoreTasks, we value character and personality. We believe that skills can be taught but character and personality are built over a long duration & various factors impact them. We are looking for people who -

- Honest and Ambitious
- bring in a positive mindset
- are dependable, reliable, and responsible
- are problem-solvers
- Innovative and Professional

### **Profile of Mentor & Guide : Jamshed V Rajan**

Jamshed V Rajan, our Director - Content, has been in the industry for more than 20 years and has worked with reputed firms like Sify.com, Yahoo, ibibo, Tech Mahindra, Tata AIG etc. His vast and specialized experience in product development and product management is a valuable asset for channelizing the growth of various product offerings. Jamshed is widely recognized for his ability to mentor new businesses and people.

**LinkedIn profile of Jamshed :** <https://in.linkedin.com/in/jamshedvrajan>

*For any query, please reach out to [hr@moretasks.com](mailto:hr@moretasks.com) or contact at 7017444940.*

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