

# Careers at Nodot

## **We are hiring: Digital Marketing Executive**

**Job Title:** Digital Marketing Executive

### **Job Description:**

We are seeking a creative and strategic Digital Marketing Executive to join our growing team. In this role, you will be responsible for planning, executing, and optimizing online marketing efforts. Your goal is to drive web traffic, engage customers, and grow our digital presence.

### **Key Responsibilities:**

- Develop and implement marketing strategies.
- Manage SEO, SEM, and paid advertising campaigns.
- Monitor and analyze website traffic and performance.
- Create and manage content across social media platforms.
- Collaborate with the design and content teams.

### **Requirements:**

- Proven experience in digital marketing.
- Strong understanding of current digital marketing trends.
- Experience with SEO, SEM, Google Analytics, and other online marketing tools.
- Excellent communication and analytical skills.
- Familiarity with website analytics tools like Google Tag Manager.
- Ability to develop and execute email marketing campaigns.
- Strong project management skills with the ability to handle multiple projects simultaneously.
- Up-to-date with the latest marketing trends and best practices.
- Experience with A/B testing and optimizing digital campaigns.

### **Desirable Skills:**

- Proficiency in Adobe graphic design tools (Photoshop, Illustrator, etc.).
- Experience with marketing automation tools (e.g., HubSpot, Marketo, Mailchimp).
- Knowledge of HTML, CSS, and basic web development principles.
- Understanding of video production and editing tools for content marketing.
- Experience working with social media analytics and scheduling tools (e.g., Hootsuite, Buffer).
- Knowledge of paid social media advertising platforms like Facebook Ads Manager, LinkedIn Ads.

### **Education:**

- Bachelor's degree in IT, Marketing, Business, or a related field is preferred.

**Job Type:**

- Full-time, Remote

**Location:**

- Bangalore

**Experience:**

- 1-3 years of experience in digital marketing or a similar role.

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**Job Title: Office Manager**

**Location:** Bangalore

**Job Type:** Full-time

**Experience:** 3-5 years

**Job Description:**

We are seeking an organised and proactive Office Manager to oversee the daily operations of our laundry company in Bangalore. The Office Manager will be responsible for ensuring smooth administrative processes, coordinating between departments, and maintaining a productive office environment. This role requires excellent communication, multitasking, and organisational skills, with a focus on streamlining operations and enhancing customer service.

**Key Responsibilities:**

- **Administrative Management:** Handle day-to-day administrative tasks such as scheduling, filing, and coordinating meetings.
- **Customer Service Support:** Act as the first point of contact for clients, addressing inquiries and resolving any service issues promptly.

- **Inventory Management:** Monitor office and laundry supplies, reorder as needed, and ensure cost-effective procurement.
- **Staff Coordination:** Assist in coordinating staff schedules, maintaining attendance records, and supporting HR-related tasks.
- **Vendor Management:** Liaise with external vendors for office and service-related supplies, negotiate contracts, and ensure timely delivery of materials.
- **Billing and Payments:** Manage invoicing, process payments, and track financial transactions related to the office.
- **Record Keeping:** Maintain accurate records of operational data, employee files, and other necessary documentation.
- **Compliance and Safety:** Ensure that the office complies with local regulations and that safety protocols are adhered to.

### **Requirements:**

- Proven experience as an Office Manager or in a similar administrative role, preferably within the service industry.
- Strong organisational and multitasking abilities.
- Familiarity with office software (MS Office, Google Workspace) and basic accounting principles.
- Excellent verbal and written communication skills.
- Problem-solving skills and attention to detail.
- Ability to handle sensitive and confidential information.

### **Desired Skills:**

- Experience in managing laundry or service industry operations is a plus.
- Proficiency in inventory management and vendor negotiations.
- Strong interpersonal skills to manage team dynamics and customer interactions.
- Knowledge of basic HR functions such as payroll, employee records, and compliance.

### **Education:**

- Bachelor's degree in Business Administration, Office Management, or a related field.

This role offers an excellent opportunity to manage the operational side of a dynamic laundry company, providing essential services to customers while ensuring the office runs efficiently.

**Job Title: Delivery Man**

**Location:** Bangalore

**Job Type:** Full-time

**Experience:** 1-2 years (preferred)

## **Job Description:**

We are looking for a reliable and efficient Delivery Man to join our laundry company in Bangalore. The Delivery Man will be responsible for picking up and delivering laundry to customers in a timely and professional manner. This role requires strong time management skills, familiarity with Bangalore's road network, and a customer-oriented attitude to ensure high levels of service.

## **Key Responsibilities:**

- **Pickup and Delivery:** Collect laundry from customers and deliver clean items back to them, ensuring all orders are accurate and on time.
- **Route Management:** Plan and follow efficient delivery routes within Bangalore to minimise delays and optimise customer satisfaction.
- **Customer Interaction:** Provide excellent customer service by being punctual, courteous, and handling any customer inquiries during deliveries.
- **Vehicle Maintenance:** Ensure that the delivery vehicle is clean, well-maintained, and in good working condition.
- **Record Keeping:** Maintain accurate records of pickups and deliveries, including receipts and customer signatures.
- **Cash Handling:** Collect payments from customers when necessary and submit them to the office at the end of each shift.
- **Problem-Solving:** Resolve minor delivery issues such as wrong addresses, delayed pickups, or order discrepancies.

## **Requirements:**

- Valid driver's licence and experience driving a two-wheeler or small delivery vehicle in Bangalore.
- Familiarity with Bangalore's roads and localities.
- Good time management and organisational skills.
- Ability to lift and carry laundry bags or packages up to 20 kg.
- Punctual, responsible, and customer-friendly attitude.
- Basic smartphone skills for navigation and order management.

## **Desired Skills:**

- Previous experience in delivery services is a plus.
- Good communication skills in English and Kannada.
- Experience in cash handling and record-keeping.

## **Education:**

- High school diploma or equivalent.

This is an excellent opportunity for individuals who enjoy working on the road and providing direct services to customers, ensuring a positive experience with our laundry company.