

Position Vacant	Sr. DTP Manager – Research
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>• Design and format reports as per the in-house style guide</li> <li>• Ensure all exhibits, visuals and text layouts are in line with the company template</li> <li>• Help analysts with high-quality infographics and other data representation exhibits</li> <li>• Check report tagging, maintain mailing lists and publish/distribute reports to clients in a timely manner (coordinate sign-off with analysts/compliance/editor)</li> <li>• Upload reports on various websites</li> <li>• Adhere to the publication workflow and work collaboratively to ensure error-free reports within given timelines</li> <li>• Create and update internal and client databases</li> <li>• Design fresh templates as needed; test and implement new research products and assist in training of analysts</li> <li>• Assist in other duties as needed, including compliance materials and correspondence with clients, if any</li> </ul>
Job specific skills	<ul style="list-style-type: none"> <li>• Excellent skills in MS Office suite (Word, Excel, PowerPoint)</li> <li>• Knowledge of Adobe Illustrator, CorelDraw and Adobe Photoshop would be an added advantage</li> <li>• Ability to deliver quality work in a time-sensitive environment</li> <li>• Detail-oriented; ability to prioritize work and multitask effectively</li> <li>• Good communication skills to interact with team on requirements</li> </ul>
Educational Qualification	Any graduate and certification course in designing will be preferred
Minimum Experience	4+ Years in the same field
CTC Offered	Compensation will not be a limiting factor for the right candidate and will be decided on a case-by-case basis
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary</p>

Email to be sent to	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a> Please mention <b>“Application for the post of Sr. DTP Manager – Research”</b> in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Suchitra Bangera
Contact No.	022-61389300
Last Date for application	22 <sup>nd</sup> January 2021 by email at the above email id