

## **Designation: Junior Editor**

### **Reports To**

The Junior editor will report to Senior editor/supervisor.

### **Job Overview**

Audio and video must be synced and edited in a consistent manner. 8 to 10 working hours. Remote Job. A limit of minimum work per month will be fixed.

### **Responsibilities and Duties**

Daily work should be understood from the senior officer and work according to his instructions.

Explaining the daily work to superiors.

Salary increments and promotion of each employee depending on the graph of performance sheet. So, one should always learn from previous mistakes and ensure that those mistakes are not repeated.

The graph of performance seat mainly indicates creativity level & proficiency. It is important to have innovative ideas.

Must attend regular and emergency meetings of the company. and participate in the discussion.

### **Qualifications**

Education level: Graduate

Experience: freshers can apply

Specific skills:

Proficiency in Premier Pro.

Excel

Good communication skills.

Personal characteristics:

Dedicated

Creative.

hardworking.

Certifications:

Basic video editing course on Premiere Pro. (If any)

Internship certificate. (If any)