



## LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103  
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111  
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

**Position Name** : - Corporate Communications  
**Designation** : - Executive  
**Qualification** : - Any Graduate  
**No. of Experience:** - 4-7 Years  
**Age** : - 30-35  
**Soft Skill** : - Communications  
**Industry** : - Media & Marketing

### **Role & Responsibility: -**

1. Develop and execute the company's corporate communications strategies that we will enhance our corporate image.
2. Develop, implement, and manage our social media strategy. Generate, edit, publish, and share daily content.
3. Set up and optimize company pages within each platform to increase the visibility of company's social content. (original text, images, video or (HTML) that builds meaningful connections and encourages community members to take action.
4. Create escalation procedures for handling unfortunate situations like bad publicity.
5. Stay up to date with latest social media best practices and technologies.
6. Assist in communication of strategies or messages from senior leadership.
7. New Branding Changes - Coordinating with agency & manage our digital media gallery.
8. Co-operate and work well with team members, peers, senior managers, and external partners in the pursuit of goals and objectives.

<b>Name</b>			Madhur Gupta
<b>Designation</b>			Executive Director
<b>Sign</b>			
	<b>Initiated By</b>	<b>Forwarded By</b>	<b>Approved By</b>