

Job Description

Associate/Apprentice, Content Writing

1. **Location:** We are currently looking for Gurgaon (Office).

2. **Salary Pay-out & Growth Trajectory:**

- a. Competitive salary package commensurate with industry standards and candidate experience.

3. **Brief about the Organization:**

- a. Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture, interiors and allied industry in India.
- b. With the support of 1500+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- c. For more information: visit our website www.ffsc.in and social media platforms.

4. **Application & Selection Procedure:**

- a. Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- b. The selection process may include a Pre-Placement Talk, Interview, SOPs, Assignment, Group Discussion, etc., as deemed necessary. Management holds the final discretion in the matter.
- c. The decision of the management will be final and binding.

5. **About Job Role:**

a. **Objective:**

- The Associate/Apprentice, Content Writing, will be responsible for creating, developing, and managing high-quality content to support FFSC's various training modules, books, and communication materials.

b. **Key Responsibilities (KRA):**

- Develop engaging and comprehensive content for training modules, books, and other educational materials.
- Collaborate with subject matter experts and instructional designers to create and refine content.
- Review and edit content for accuracy, consistency, and clarity.
- Ensure all content aligns with FFSC's objectives and quality standards.

- Stay updated with industry trends and integrate relevant insights into content creation.
 - Assist in developing storyboards and instructional materials as needed.
 - Develop and design modules based on New Education Policy (NEP) 2020 guidelines.
- c. **Internal & External Interfaces:**
- **Internal:** Collaborate with FFSC leadership, Training & Development team, and other divisions.
 - **External:** Engage with content experts, instructional designers and other stakeholders.
- d. **Key Performance Indicators (KPI):**
- Quality and relevance of the content produced.
 - Timeliness in content development and delivery.
 - Engagement and feedback from stakeholders on content effectiveness.

6. Minimum Qualification Requirements:

- a. **Education:** Bachelor's or Master's degree in English or a relevant certification.
- b. **Work Experience:**
- Fresher to 1 year of experience in content writing with a focus on training materials, books, or similar content.
- c. **Skills:**
- Strong communication and presentation skills.
 - Good knowledge of instructional design principles (preferred).

7. Competencies:

- a. **Technical Competencies:**
- Proficiency in MS Office.
 - Familiarity with content management systems (preferred).
- b. **Generic Competencies:**
- Time management.
 - Excellent written and verbal communication skills.
 - Teamwork and collaboration