



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 : - Middle Level
Qualification : - Any Graduate
No. of Experience: - 7-15 Years
Age : - 40- 45
Reporting : - Managing Director of the company
Industry : - B2B Industry, Manufacturing
Gender : - Female

Role & Responsibility: -

1. Develop and execute the company's corporate communications strategies that we will enhance our corporate image.
2. Well versed with Hindi, Marathi & English Language
3. Willing to travel to our plant locations which are in Maharashtra.
4. Read and collect news articles related to the company, help to create narratives and responding as and when necessary.
5. Collection and data gathering and planning strategic content
6. Develop, implement, and manage our social media strategy. Generate, edit, publish, and share daily content.
7. Integrated PR and communication planning.
8. Drafting press content and media quotes for Directors.
9. Create escalation procedures for handling unfortunate situations like bad publicity.
10. Stay up to date with latest social media best practices and technologies.
11. Assist in communication of strategies or messages from senior leadership.
12. New Branding Changes - Coordinating with agency & manage our digital media gallery.
13. Co-operate and work well with team members, peers, senior managers, and external partners in the pursuit of goals and objectives.

Name	Sampada Nadkarni		Madhur Gupta
Designation	Manager - HR		Executive Director
Sign			
	Initiated By		Approved By