

Author relations specialist - Odia

Location: Working from home

Type: Contract (Yearly renewal)

Nature of work: Full time.

As an Author relations Specialist at Pratilipi **Odia** department, you will be closely working with our top authors funnel. You will be the most important and essential part of our team, ensuring the success of the authors with the Pratilipi platform. You will build strong relationships with our top authors, develop their writing journey, help them build their own brand on Pratilipi, guide them with understanding of monetization at Pratilipi, and above all you will add value to their writing life by solving their greatest challenges.

We are looking for extraordinarily creative personalities to build great relationships with our top authors. Let's dive in details on what personality we are looking for:

What we are looking for in a person:

- You should be really passionate about writing, reading and literature in general. An artist and a creative soul.
- Strongly self-driven, quick learner, hustler, crazy to work on community initiatives alone with utmost ownership.
- You should be very good at verbal and written communication skills in Odia and English.
- You are a people person. Listening is an art for you. Establishing long lasting healthy communication with an unknown person is joy for you.
- You are super organized at work. You are a mature adult who can understand priorities of tasks/projects and can sometimes multitask with ease.
- You take a very very high level of ownership and responsibility. You do work accountability.
- You are capable of basic skills of Microsoft Office, G Suite. You write great emails.
- Above all, you are in love with Pratilipi as a platform. You deeply wish to work with our authors. You want to make an impact in the **Odia** literature world.

What you'll be doing:

- You will be working with Pratilipi's language leader in order to establish relations with top authors. You will build strong relations with our authors over different mediums of communication (primarily over Phone, Email, Zoom, and at times in-person)

- You will take ownership of being a top level representative of Pratilipi where top authors can take your guidance and word as an ultimate guidance from Platform.
- You will be responsible for building a communication funnel with almost a thousand authors over the course of three months, and then you would be a resource to assist authors for community issues, growth guidance, success and brand building on Pratilipi, monetization trajectory.
- You will empower and guide authors on how they can grow on Pratilipi. You would help them build their unique success plan, milestones, and monetization opportunities. [You will build and distribute resources on the same.]
- You will understand the author's pain points, disputes, inactivity, security, visibility, and overall pulse of the top authors community. You will escalate their issues, feedback, and suggestions to stakeholders working with you.
- You will create Monthly community reports to share with stakeholders in order to elaborate and solve existing problems.
- You will be responsible for assisting in the day-to-day support for our authors on non-tech issues and you will guide them on the reporting process of tech issues.
- You will be responsible for trustworthy, long lasting, accountable relationships with authors on behalf of Pratilipi.

What we offer:

- An opportunity to work with top authors
- Career development on communication skills, mentorship, brand building and community management.
- Work from home.
- Salary up to 20K per month.
- If you are exceptional at your Job on contract, we would offer a full time role at Pratilipi.

Interview process:

- We won't look for an experience.
- We would take two interviews over the phone and Zoom.
- We will take a unique written test on your skills once you clear the first interview.

How to apply?:

- Mail us your resume on jitesh@pratilipi.com
- In the Email you should explain why you are better fit for this contract job. If we find your Email convincing, we would reach out to you immediately.