

Job Description

Designation: Management Trainee

Role: Project Management, Client Servicing, Vendor Management, RFQ/Quotation management

Job Location: Malviya Nagar, New Delhi

Working Hours: Monday – Friday, 9:00 AM to 6:00 PM **OR** 12:00 PM to 9:00 PM **OR** 9:00 PM to 6 AM

Probation: Six month

Job Description:

1. Responsible for managing online market research projects.
2. Client servicing.
3. Vendor management.
4. Project reporting and billing.
5. Margin and expense management.
6. Bid and RFQ management.
7. Negotiation with client and vendor for maximizing project margin

Desired Profile:

1. Candidate should possess excellent oral and written communication skills.
2. Good customer service skills would be preferred.
3. A positive and goal-oriented attitude & should be.
4. Out of the box thinking and solution-oriented approach.

Education:

1. MBA in Marketing and Operations
2. Minimum 60% marks in 10th and 12th and Graduation (full-time education)