**Management Trainee**

**About IRB:**

IRB is a fast growing and established online market research company based in New Delhi, India. The company was founded in 2011 with two members and within 7 years it has grown to 30 people with annual revenue of two million US Dollars with offices in India and USA. Please check more about our company at our corporate website <www.irbureau.com>

**Job Details**

**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 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. Minimum 60% marks in 10th and 12th and Graduation (full-time education)

***NOTE: ONLY MALE CANDIDATES CAN APPLY***