

<b>Organization:</b>	<b>ARCHER AND BULL</b>
<b>Job Title:</b>	<b>Management Trainee-Business Support</b>
<b>CTC:</b>	<b>Rs. 7.35 LPA</b>
<b>Location:</b>	<b>Gurgaon</b>
<b>Departments Eligibility:</b>	<b>Management</b>
<b>Course Eligibility</b>	<b>MBA-HR (Pursuing)</b>
<b>Student Gender Preference:</b>	<b>Male/Female</b>

## General Job Description

- **Productivity & Reporting:** Develop and manage productivity dashboards, create and track productivity requirements, and generate insightful productivity reports to drive efficiency.
- **Vendor & Client Liaison:** Manage client and vendor interactions, including calendar management, to foster strong relationships and ensure seamless communication and coordination.
- **Executive Support:** Provide high-level administrative assistance to the executive team. Excel in research, crafting PowerPoint presentations, and creating engaging decks and analytics reports.
- **Process Management:** Identify and evaluate pain points in existing processes, suggest improvements, and implement process excellence initiatives while ensuring the integrity and effectiveness of business processes.
- **Administrative Support & Management:** Oversee office supplies and manage facility operations to maintain a well-organized work environment. Handle a range of administrative tasks and coordination duties to ensure smooth operations.
- **Communication & Financial Monitoring:** Enhance your communication skills and assist in monitoring financial activities and operational workflows.

## Benefits

- Opportunities for professional development and networking.
- Opportunities to earn extra incentives.

## Eligibility

- Student of MBA-HR
- Male/Female
- Specialization: HR (only)
- Traveling required
- Good Communication skills

**Job Reviewed by: Director, Training & Placement**

**Job Approved by: Director, Training & Placement**

**Job provided through: Campus Placement**

**Date: 23.10.2024**