

Founder's Office Intern

The Right Hand Role

Hybrid (Delhi NCR)

I'll be blunt: this is a high-exposure, fast-growth role with us. You'll sit where decisions are made, be handed diverse projects, and be expected to turn ideas into execution. If you want an easy internship, this isn't it. But if you want to fast-track your learning and growth, this is the role for you.

This role is closest to me --- so I'm not going to gatekeep your application with just a CV. Show me who you are in plain terms and I'll read it.

Compensation & Structure

Internship (3 months): ₹15,000/month

Full-time Conversion: ₹3.6 - ₹4.5 LPA base + ₹2.5 LPA variable + 10% commissions (capped at ₹5,00,000/year)

ESOP Potential: Opens after 9 months of full-time (\approx 1 year total including internship)

About Us

We're a marketing strategy firm based out of Delhi NCR which specializes in generating attention, building recall and converting that recall into revenue across industries, and if you're the right fit, this is the **most impactful and fast paced role** we currently have open with us.

You'll sit in the room where decisions happen – from client pitches to internal huddles. There's no barrier to entry here: no past experience or fancy degree needed. What matters is your ability to communicate, think clearly, and get things done.

We're a small, scrappy team working with D2C fashion & lifestyle brands, CXOs building personal brands, and coaches & consultants. Our clients span India, Singapore, and Dubai, with ambitions to expand across Asia this year and the Americas next year.

Our Client Portfolio

Social

India's favourite café-bar-coworking space (55+ outlets)

Kibba

Premium beer brand co-founded by Badshah

Moooz

NCR's fastest-growing vodka brand

Vivek Gambhir

Ex-CEO Godrej & boAt, Chairperson boAt

Sunder Ramachandran

Ex-MD GSK, leadership coach

Ankur Mehra

Ex-Director Meta (SF)

Burger Bae

Youth-led D2C fashion brand

Einstein Box

India's #1 early learning subscription box

Taj Puri

Luxury boutique hospitality

Courtyard by Marriott

Luxury hotel in the heart of NCR

Role Overview

As **Founder's Office Intern**, you'll be the founder's right hand – handling everything from client operations to internal coordination. Think of it as being a jack of all trades and head of everything for a startup founder, where you'll get exposure to every aspect of running an agency.

You'll shadow the founder in client meetings, manage project timelines, coordinate between teams, and gradually take ownership of key operational areas. The expectation is simple: **reduce deadline overshooting to near zero** and eventually own at least one client end-to-end.

This Isn't Traditional

You'll be involved in real business decisions, client strategy, and company growth initiatives. This role is a direct track to Founder's Office (full-time) and then Head of Operations.

Key Responsibilities

Operations & Coordination

- Join and prepare for client calls, create recaps, manage communication threads
- Track tasks, deadlines, and streamline workflows
- Own vendor/freelancer pipelines, brief external partners, track milestones
- Handle approvals and payments coordination

Client Relations

Project Management

Vendor Management

Talent & Growth

- Draft JDs, shortlist candidates, run screenings
- Onboard interns/freelancers and manage integration
- Support outreach sequences, qualification calls, deal documentation
- Post-sale implementation and client success initiatives

Recruitment

Sales Support

Onboarding

Strategy & Research

- Compile competitor insights, vendor scans, and new growth ideas
- Run market & competitor research, lead cross-functional projects
- Pilot internal initiatives and process improvements
- Create decks, reports, and summaries with clarity and polish

Market Research

Strategy

Documentation

Special Projects

- Own unstructured, high-priority initiatives directly from the founder
- Step in where needed to keep operations smooth
- Handle crisis management and urgent client requests
- Execute strategic pivots and new business experiments

Crisis Management

Strategic Initiatives

Problem Solving

Required Skills & Traits

Communication & Execution

- Strong communication and client-ready presence
- Clear writing and note-taking ability
- Summarization skills: absorb fast, output clean
- Bias to action & independence

Technical & Analytical

- Excel & Data Analysis proficiency
- Data Visualization capabilities
- Resourcefulness: jugaad mindset
- Solves with limited tools efficiently

Why Join Us?

Clear Growth Ladder

Founder's Office Intern → Founder's Office → Head of Operations

Skill Fund

₹20,000/year for professional development

Personal Branding Package

LinkedIn Premium + 15 posts + 15 videos
FOC

Flexible Schedule

1 day off weekly + 2 days PTO/month

Referral Bonus

7% of CTC for successful team referrals

Hybrid Work

4 days WFH, 1 day in office +
compensated travel

Premium Network

Direct exposure to CXOs, D2C founders,
industry leaders

Learning Allowance

₹2,000/month for business books and
materials

Wellness & Events

Gym membership + conferences +
quarterly offsites

Mentorship Access

External mentors in our professional
network

Flexible Hours

Choose your productive hours within
business requirements

How to Apply

This is a role with high opportunity and high learning potential. Since it's the role closest to me, I will not judge you by your CV alone.

Option 1: Failure Résumé

Submit a short failure résumé (1 page): one failed experiment, what went wrong, what you learned.

Option 2: Video Pitch

Record a 5-minute video explaining why you'd be a good fit for this role.

Option 3: Written Note

Write a thoughtful note (2-3 paragraphs) that makes me want to meet you.