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| **JOB TITLE & JOB CODE** | |
| **Job Title** (Job Code):         Management Trainee – IS&T | |
| **PURPOSE OF THE JOB** | |
| **Management Trainee (Focus on Project Management, Delivery, Supporting in Transformation efforts)** | |
| **ORGANISATION** | |
| **Organisation structure (job belongs to..)**  *IS&T,India*  **Reports directly to:**  *Respective functional managers* | **Other reporting to:**  *None*  **Direct reports:**  *None* |
| **Network & Links** *Position title of connected positions / functional report* | |
| **Internal**   * **Collaborate with key stakeholders** | **External**   * As applicable for the role |
| **MAIN RESPONSIBILITIES** | |
| * Contributing to project management - project planning, budgeting, feasibility analysis, process improvement and overall strategy in your stream as required * Creating a detailed business analysis, outlining problems, opportunities and solutions for the function or business * Proactively support multiple work streams or project teams to execute against an existing project or work plan * Establishing key performance indicators for the deliverable. * Monitoring and evaluating the overall delivery. Analyzing project data and producing insights to optimize performance. * Preparing, reviewing, and maintaining documentation and reports. | |
| **MAIN REQUIRED COMPETENCES** | |
| **Educational Requirements** | |
| **Mandatory:**   * BTech./B.E. * MBA from reputed institute(s) | **Desirable:**   * Operations specialization as Major/Minor in MBA |
| **Experience** | |
| **Mandatory:**   * IT experience (2-3 years) is preferable with proven record of success * Strong understanding in project management and data analysis * Experience with stakeholder and financial management. | **Desirable:** |
| **Competencies & Skills** *Describe the needed skills (technical & behavioral)*   * Excellent communication and presentation skills. * Strong Microsoft office skills (Word, Excel, PowerPoint) * Strong critical thinking, analytical, and problem-solving skills. * Good interpersonal and organizational skills, managing multiple and competing priorities * Display attention to detail in executing and reviewing work products to ensure the highest quality deliverables in the allotted timeframe * A strong sense for collaboration and being a team player * Foresee and articulate risks and issues and propose mitigations. * Sense of urgency, go-getter attitude with strong stakeholder management skills   Individual contributor, proactive and have leadership skills. | |