



## Intern - Operations & Administrative Support

 Location: 3rd Floor, Ganga Tower, Chitrakoot, Ajmer Road, Jaipur.

 Duration: [3-6 months]

 Stipend: ₹8,000 per month

 Gender Preference: Male

### About the Role:

We are looking for a proactive Operations & Administrative Intern to assist with follow-ups, data management, meeting coordination, and scheduling. The ideal candidate should be well-organized, detail-oriented, and able to manage multiple tasks efficiently.

### Key Responsibilities:

- ✓ Follow-ups with internal teams, clients, and stakeholders on pending tasks.
- ✓ Manage and organize data in Excel, Google Sheets.
- ✓ Schedule and coordinate meetings, calls, and appointments.
- ✓ Maintain task lists, track progress, and update reports.
- ✓ Take meeting minutes and ensure timely action on key points.
- ✓ Assist in document preparation, report generation, and filing.

### Requirements:

- ✓ Tech Skills: Good knowledge of MS Office (Excel, Word, PowerPoint) & Google Workspace.
- ✓ Organizational Skills: Strong time management, multitasking, and coordination abilities.
- ✓ Communication Skills: Excellent verbal and written communication.
- ✓ Availability: Should be available for 3-6 months, full-time.

### Perks & Benefits:

- ☀ Hands-on experience in business operations & administration.
- ☀ Exposure to corporate work culture and stakeholder management.
- ☀ Potential full-time role based on performance.
- ☀ Certificate & Letter of Recommendation upon completion.

Kindly Share your CV's 7976831719.