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SOFTWARE

📢 We're Hiring: Trainee Project Coordinator (Full-Time Internship, On-Site – Ghatkopar East, Mumbai)

Company: *Kanishka Software Private Limited*

About us:

Kanishka Software Private Limited is a technology solutions firm established by a team of professionals with an extensive experience in Business process consulting and software development.

Position: Trainee Project Coordinator
Location: Ghatkopar East, Mumbai
Type: Full-Time Internship, On-Site

Position: Trainee Project Coordinator (Internship)

Location: Ghatkopar East

Duration: 6 Months

Paid Internship - 7k

About the Role:

We are seeking enthusiastic and detail-oriented interns to join us as Trainee Project Coordinators. This internship will provide hands-on experience in project coordination, client communication, and teamwork a great opportunity for those aspiring to build a career in project management.

Key Responsibilities:

Assist Project Managers/Project Coordinator in planning, scheduling, and coordinating project activities.

Prepare and maintain project documentation, reports, and trackers.

Support in conducting meetings, preparing minutes, and following up on action items.

Coordinate with team members to ensure timely completion of tasks.

Track project progress and highlight potential risks or delays.

Learn and use project management tools (like Jira, Agile, or MS Excel).

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Skills & Competencies:

Strong organizational and multitasking skills.

Good written and verbal communication.

Basic knowledge of MS Office (Excel, Word, PowerPoint).

Interest in project management and coordination.

Problem-solving attitude and eagerness to learn.

Eligibility:

Pursuing or recently completed a Bachelor's degree in Management, IT, Engineering, or related field.

Freshers are encouraged to apply.

Coursework or certification in project management is a plus.