



- ❖ Position – Management Trainee
- ❖ Experience – 2-4 years
- ❖ Compensation - Best in industry
- ❖ Open Positions - 1
- ❖ Location - Gurugram

We are seeking a highly motivated and experienced individual to join our team as a Management Trainee with 2-4 years of relevant experience. This role requires strong organizational skills, attention to detail, and the ability to multitask effectively. The ideal candidate will be proactive, adaptable, and eager to learn, with a passion for contributing to the success of the organization.

## **Eligibility Requirements**

- Bachelor's or Master's degree in Business Administration, Management, or a related field.
- Experience in a professional setting, preferably in a management or leadership role.
- Strong interpersonal skills, with the ability to collaborate effectively with team members at all levels of the organization and 3rd parties.
- Excellent analytical and problem-solving abilities, with a keen attention to detail.
- Proven track record of delivering results and driving initiatives to completion.
- Ability to adapt to change, work under pressure, and thrive in a fast-paced environment.
- Proficiency in Microsoft Office suite and other relevant software applications.

## **Job Description & Responsibilities**

- Assist in coordinating and organizing various projects and initiatives within the organization.
- Maintain and update records, databases, and Excel sheets to ensure accurate and organized data management.
- Provide administrative support to team members and departments as needed, including scheduling meetings, preparing documents, and handling correspondence.
- Collaborate with cross-functional teams to ensure effective communication and coordination of tasks and projects.
- Participate in meetings and discussions to gain insights into business operations and contribute ideas for improvement.
- Analyze data and prepare reports to support decision-making and strategic planning processes.
- Assist in the development and implementation of process improvements to enhance efficiency and productivity.
- Take on additional tasks and responsibilities as assigned by management to support the overall objectives of the organization.
- Conduct market research and analysis to identify trends, evaluate competition, and recommend strategies to enhance the company's competitive position.

## **About us**

We are a women-led, e-commerce platform, offering a concept that will revolutionize the online shopping experience. With an estimated launch in 2024, we will provide customers a chance to shop for clothes in a unique never before seen way. Phase one will focus on launch in the Indian market.

ViviRooms is part of London based Euromax Capital ([www.euromaxcapital.com](http://www.euromaxcapital.com)) among which includes the most innovative & promising Artificial Intelligence enabled Biometric Software Platform, Products & Solutions designing organizations Biocube Technologies ([www.biocube.ai](http://www.biocube.ai)).

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