



Job Description – Management Trainee(Fresher)-(IIT/NIT/BITS/TISS/IIM)

About Jarvis Technology & Strategy Consulting Pvt. Ltd:

Jarvis is an 8-year experienced, one of the biggest Political consulting firms and the only one that helps its clients to solve most pressing political and administrative problems using technology & data.

We specialize in leveraging cutting-edge technology and advanced data sciences to create scalable solutions to complex problems.

At Jarvis, so far we have managed and been part of:

- 2 National Elections
- 23 State Elections
- 121 Campaigns
- 18,500+ Team members
- 19 Tech products/solutions
- 16,000+ Crore (160+ Billion) data attributes

We work in the fields of Operational Excellence, Project Management, Policy Research, Campaigns & Communications and Strategy, offering a universe of solutions to our clients which includes governmental agencies, political parties and few of India's biggest and emerging unicorns.

We're looking for a Management Trainee to join our team to help us expand on these portfolios.

Job Brief:

We are looking for Management Trainees to organize and coordinate programs. You will provide strategic guidance to teams and project managers in ways that promote the company's culture. You will also oversee the progress of operations.

The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics.



The goal is to ensure that all programs deliver the desirable outcome to our organization.

Responsibilities:

- Managing cross-functional projects, planning, organizing, and executing complex projects across multiple categories and stakeholders to enable the launch of new projects and processes
- Managing external stakeholders and ensuring a cordial professional relationship with the client for smooth execution
- Define category metrics and track them continuously
- Identify patterns and come up with action plans to move metrics in the right direction
- Managing multi-functional teams, assessing their performance and reporting daily to the central team
- Be on top of every program which is currently live, delegating and monitoring team and removing any bottlenecks which may befall

Requirements:

- Must be a graduate fresher from Tier 1 college(A must)
- Outstanding leadership and organizational skills
- Excellent communication skills required in English, Hindi and/or any one of the regional languages



- Candidates having Positions of responsibility during fests or in colleges will be preferred
- Excellent problem-solving ability

Location : PAN India