



Management Trainee Job Title Management

Trainee Job Purpose As a Management Trainee, you will be learning the operations of different aspects of the company (finance, marketing, operations) depending on your skill set, interests, and the needs of the company. You will be working closely with Executives and Managers to complete daily tasks, implement new initiatives and streamline processes. All while learning and taking assigned or voluntary courses subsidized by the company. You are strongly encouraged to take initiatives within the company.

Duties and Responsibilities

- Help managers complete daily tasks
- Assist in the execution of new projects
- Logistical support for said projects
- Understand department's daily processes and goals
- Identify problems and bottlenecks in departments
- Provide administrative support (Data Entry)
- Research ways to increase profitability and productivity



Required Qualifications, Skills, and Knowledge

- No experience is required
- Bachelor's degree is preferred
- Strong verbal and written communication skills
- Good math skills
- Ability to think flexibly / out of the box
- Willingness to do odd jobs in different fields
- Strong desire to learn
- Desire to make an impact within the organization

Interested candidates send their resumes at salman_ali_hr@qualitypunch.net, with position title in the subject line.