

Role Name	Executive Trainee- COO & ED's Office		
Reporting to	COO		
Role Description			
Role purpose	To manage and provide extensive support to COO		
Document created by			
Responsibilities Heads	KRA (Key Result Areas)		
	Provide high-level networking & Coordinating support to the COO with a Plan & coordinate Conferences, meetings and develop presentations.		
	Screening and prioritizing issues and tasks requiring approval and briefing of important urgent issues.		
	Liaison between all impacted departments to ensure proper communications and organize the details of special events, corporate agendas and itineraries.		
	Analyse MIS and prepare business report summary.		
	Follow up with the respective departments for the actionable points.		
	Need to do Primary and Secondary Research on the internet.		
	Prepare Minutes of the Meeting and circulate to all stake holders.		
REQUIREMENTS			
Knowledge	Business process Flow, Marketing activities of AIS	Experience (Number of years)	Fresher
Skills	Interpersonal, Communication, Time Management , Analytical	Qualification	Any graduate
INTERACTION			
Internal	Customers	Other External parties/Vendors	
All Departments		Senior Management	