

Executive – CEO's Office Internship

About ODN Digital Services Private Limited

ODN builds innovative content solutions for the world of e-commerce. Our 'all-in-one' content creation expertise is used by hundreds of websites and brands around the world to build millions of pro-quality articles content every month. We started at the beginning of 2016 by managing shoots, cataloging, and marketing graphics of the designer-wear portal 'Exclusively.com'. It was the first time by a content company in India to weave a whole published content activity in one line of communication. In 2017, we served over 100 clients and till now we have delivered over 1 million catalogs and over 0.5 million edited images. We are one of the very few Myntra.com (biggest name in fashion e-commerce in India) approved studios in the country today. Besides, our key clients include names like Flipkart, TataCliq, Fossil, Pantaloons, Next, Lacoste, Satyapaul, and many more.

Description

About the internship

Selected intern's day-to-day responsibilities include:

1. Conducting market research, competitor analysis, and gathering data to support business strategy and decision-making.
2. Assisting with the preparation of internal and external communications, including reports, emails, and memos.
3. Creating impactful presentations for executive meetings, ensuring clarity and visual appeal.
4. Supporting strategic business projects, offering insights, and collaborating with different teams.
5. Helping manages the CEO's schedule, preparing for meetings, and organizing follow-ups.

Who can apply:

Only those candidates can apply who:

1. are available for full time (in-office) internship
2. can start the internship between 11th Nov'24 and 16th Dec'24
3. are available for duration of 3 months
4. have relevant skills and interests

* Women wanting to start/restart their career can also apply.

Qualifications

1. You should be currently pursuing or have recently completed an MBA or Master's degree in business, management, or a related field.
2. Strong communication skills, with the ability to express ideas clearly both in writing and verbally.

Hiring organization

ODN Digital Services

Employment Type

Full-time

Beginning of employment

New Delhi, Full-time

Job Location

Ghitorni (Near Ghitorni Metro Station), 110030, New Delhi

Working Hours

Mon – Sat : (2nd and 4th Saturday Off)

Date posted

December 18, 2024

3. Excellent research skills, with the ability to analyze complex data and draw actionable conclusions.
4. Proficiency in creating presentations, especially using PowerPoint or similar tools.
5. A proactive and collaborative attitude, with the ability to thrive in a fast-paced environment.
6. Good time management skills to handle multiple tasks and deadlines efficiently.

Other requirements

1. You should be currently pursuing or have recently completed an MBA or Master's degree in business, management, or a related field.
2. Strong communication skills, with the ability to express ideas clearly both in writing and verbally.
3. Excellent research skills, with the ability to analyze complex data and draw actionable conclusions.
4. Proficiency in creating presentations, especially using PowerPoint or similar tools.
5. A proactive and collaborative attitude, with the ability to thrive in a fast-paced environment.
6. Good time management skills to handle multiple tasks and deadlines efficiently.

Contacts

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