

Management trainee (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring management trainees for a programme covering [departments and time in each rotation]. Each trainee works with [mentor role], supports routine departmental work and completes [project or deliverable] in each rotation. Reviews cover [review criteria] at [review points]. The programme ends with [completion review and possible next steps]. Any later placement depends on [performance criteria and available vacancies].

What you will do

- Spend the planned time in each department of the programme and follow the rotation schedule shared at joining
- Shadow the mentor or department head to see daily work, meetings, customer calls and escalations
- Write a one-page process note for each department covering the steps, the people, the systems and where delays happen
- Complete one live project in every rotation, such as a cost review, a customer survey or a process improvement, and present the findings to the department head
- Collect and organise data for the department's weekly report and check it before sharing
- Visit branches, plants, stores or customers when the plan includes field exposure, and write up the observations
- Support routine work as assigned, such as follow-ups, coordination with other teams and meeting notes
- Attend training sessions and complete the assessments set at the end of each rotation
- Keep a weekly learning log and review it with the mentor every month
- Present a final project to senior managers at the end of the programme to help decide the placement

What we are looking for

- Structured thinking: breaks a problem into parts and explains it in plain words
- Clear spoken and written English, with comfort presenting to a small group
- Working Excel and PowerPoint for reports and project presentations
- Able to meet the travel and relocation requirements stated for the programme
- Learning agility: asks questions, takes notes and applies feedback quickly
- Ownership: finishes small tasks without reminders and reports problems early
- Respect for people at every level, from shop-floor staff to senior managers
- One internship, live project or campus role that shows real interest in business

Good to have

- An internship in one of the functions the programme covers

- Leadership of a club, committee or case competition team
- Basic data skills such as Excel pivot tables or a dashboard tool
- Working knowledge of the local language of the plant, branch or market
- Part-time work or family business exposure that shows how a business runs day to day

Who can apply

MBA or PGDM graduates in any specialisation that the rotation covers. BBA, B.Com and B.Tech graduates are also eligible where the programme includes a graduate track.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Management trainee intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a management intern to work with one department on a defined project. The intern has a mentor, a clear deliverable and a presentation to senior managers at the end. Strong interns may be considered for a pre-placement offer (PPO) or for the trainee programme. It suits an MBA or final-year student who wants real work, not only observation.

What you will do

- Work on one defined project with a written objective, such as a customer survey, a cost comparison or a process map
- Collect data from reports, interviews and field visits, and organise it in Excel
- Shadow the mentor in team meetings and customer interactions
- Write a weekly progress note covering what was done, what is blocked and what is next
- Suggest one improvement based on the findings
- Present the project and recommendation to the department head and senior managers

What we are looking for

- Studying for an MBA, PGDM, BBA or a final-year degree
- Clear communication and working Excel and PowerPoint
- Can commit to the internship dates and reporting location in the offer
- Curious, organised and willing to ask for feedback

Who can apply

MBA or PGDM graduates in any specialisation that the rotation covers. BBA, B.Com and B.Tech graduates are also eligible where the programme includes a graduate track.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **Which department would you want for your first rotation, and what do you hope to learn there?** A specific reason, such as 'I want to see how an order moves from sales to dispatch', shows real interest. If the answer is only 'any department', ask a follow-up about what the applicant wants to learn.
2. **Tell us about a project or internship where you had to learn something unfamiliar. What did you do in the first week?** Look for concrete steps: asking users, reading existing documents, shadowing someone and writing down questions. Learning speed is the main thing a trainee brings.
3. **This programme requires [travel frequency, locations and duration] and [relocation requirement, if any]. Can you meet these stated requirements?** Fill in the brackets from your programme plan before you post the question. Look for a clear response to the advertised requirements. Do not ask for family, health or other personal reasons. Refer any request for an adjustment to HR.
4. **Describe a business you have watched closely, such as a shop, a canteen or a bank branch. What would you improve first?** A good answer names a specific problem, such as queues or stock-outs, and a simple fix. It shows business sense without jargon.
5. **You are asked to produce a weekly report for a department you know nothing about. Where do you begin?** Strong answers start with who reads the report and which decision it supports, then ask for a sample, then check the data source. Starting to build straight away is a weak sign.
6. **What kind of work do you hope not to do in your first year, and why?** Answers such as 'long field days' or 'data entry' show where expectations differ from the programme. The reason matters more than the preference.