

Job Description: Graduate Trainee – “Trailblazer Program”**Job Location:**

Education Qualification: Preferred - B.B.A (Bachelor of Business Administration) / B.Com (Bachelor of Commerce) or any other graduate.

Experience: Fresher Only

Graduate Trainee Responsibilities

As a graduate trainee, an employee will have to gain experience and knowledge required for getting promoted to next level positions

As part of the job, he or she would have to perform several duties. He or she would have to interact with several departments of the organization such as Credit, Operations, Collection, Technical etc.

Graduate Trainee Job Responsibilities

Receiving training from the concerned people in addition to performing duties in several departments such as sales, credit, operations, collection technical etc.

- Learning staff functions and line, management viewpoints, company policies, practices and operations which are significant in the proper functioning of an organization.
- Acquiring knowledge of all the standards, procedures and methods that are needed for departmental duties and performance.
- Receiving training in sales, credit, operation, collection etc. so that successive transferability between other departments is carried out properly by the graduate trainee.
- Performing additional duties which are often assigned to trainees by a function apart from the above-mentioned duties.

Skills:

- Should have good influencing skills.
- Good networking skills.
- Should have good communication skills.
- Target orientation.
- Swift learnability.