



## White Globe

White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localization services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies who do business in multiple languages or Indian Multinationals with Global presence. In a short span of Seven years White Globe is already servicing more than **750 clients** across the globe including **more than 50 Fortune 500 Companies**. Right from its inception, White Globe has won several Industry leading accolades like **"The Company of the Year 2019"**, **Best in Translation and Localization-India**, **Corporate Excellence Award, UK**. **"The Most Admired Language Service Provider in India, CEO of the Year 2019 etc.**

White Globe services are backed by advanced technology and an innovative knowledge Centre. The services are delivered maintaining very high level of Quality by a team of highly competent project managers and delivery professionals. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills

At White Globe, we are seeking an eager, motivated management trainee to join our growing organization. In this position, you will be given the unique opportunity to gain the knowledge and experience required for promotion to management positions under direction of experienced personnel. Comprehensive training will include duties in several departments such as sales, pre sales, product management and new initiatives. The ideal candidate will be open to learning new things, not afraid to take chances, and interested in learning every aspect of running this company.

Please visit: [www.whiteglobe.co.in](http://www.whiteglobe.co.in)

LinkedIn Profile: <https://www.linkedin.com/company/whiteglobegroupofcompanies/>

**Available in Eleven Languages**

### POSITION DESCRIPTION SUMMARY

Function: **Sales and Marketing, General Management**

Location: Mumbai

Position Title: Management Trainee

Reporting To: Vice President

#### I) Position Summary



Key Objective / Purpose of the Job:

- Receive training and perform duties in several departments such as sales, pre sales, product management and new initiatives.
- Learn various staff functions, including operations, management viewpoints, and company policies and practices affecting each phase of business.
- Meet performance (SMART) goals and objectives set by upper management and determined upon accepting the position
- Report on the progress of goals and objectives
- Monitor performance progress with management
- Observe experienced managers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties



- Train in functions and operations of related departments to facilitate subsequent transferability between departments and provide greater promotional opportunities
- Provide support as needed in the various departments, including reporting, data-entry, presentation creation, strategic planning, customer service as needed
- Completing all assigned tasks and assisting with day-to-day operations
- Participating in meetings, workshops, and other learning opportunities
- Observing and learning from experienced staff members
- Gaining knowledge of company policies, protocols, and processes
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff
- Fulfilling any requirements and meeting with Managers, Supervisors and other senior staff
- Fulfilling and requirements and meeting goals set out at the start of the traineeship
- Following all company regulations, and health and safety codes
- Preparing documents and updating records

## **II) Person Specification:**

### **a) Essential Qualifications:**

- Post Graduate degree in Management or equivalent experience
- Motivated towards career growth and learning
- Strong written, verbal, and presentation skills
- Ability to interact effectively with a wide range of employees throughout the company
- Proficiency in Word, Excel, and PowerPoint
- Superb attention to detail.
- Strong leadership skills.
- A positive attitude and willingness to learn.
- Willingness to work overtime if required.
- Excellent time management skills