



Job Descriptions

Invest India is the National Investment Promotion and Facilitation Agency. It is a joint venture between the Department of Industrial Policy and Promotion, Ministry of Commerce, Federation of Indian Chambers of Commerce and Industry and State Governments. Invest India has been mandated to provide all facilitation for global investors. This is a once-in-a-lifetime opportunity to work with a national platform in a start-up like setup. We are a young, vibrant, professional organisation looking for candidates that are passionate about the country and its goal to reach \$100 bn in FDI annually and create 100 mn additional jobs.

With FDI being a key priority for the nation and an extremely fast-evolving economic landscape, candidate's must possess the ability to take ownership and deliver high calibre output while dealing with pressure. All positions are based in Delhi with assignment specific domestic and international travel

Level	Management Trainee IMB
<i>Job Code</i>	1009
<i>Key Responsibilities</i>	<p>Management Trainees form the core execution capability of all divisions and teams. They will be working with to execute the strategy of the division / project.</p> <p>The Management Trainee IMB will be responsible for:</p> <ol style="list-style-type: none"> 1. Lead preparation of high quality research, reports and briefing notes required for the division / project. 2. Research and understand various Govt. policies and initiatives with respect to Startups, Innovations, MSMEs and Entrepreneurship 3. Handholding the startup in getting recognition and relevant registrations 4. Co-ordinate with knowledge partners and prepare presentations for Inter-Ministerial Board meetings 5. Contribute to thought leadership pieces by conducting primary research and respond to queries posted by Startups/Entrepreneurs
<i>Candidate Specifications</i>	<ul style="list-style-type: none"> • Graduation Degree from a premier university • 0-3 years' experience in working in a front-end role at a Consulting Firm / Investment Bank / Investment Promotion Agency / Global Corporate. • Ability to work in a team, and take ownership of the task at hand is paramount. • Excellent Communication, People and Analytical skills • Good MS office skills <p>Some criteria may be relaxed for <i>highly exceptional</i> candidates.</p>