

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE MUMBAI**

DATE: 03/08/2023

**JOB MELA/ CAMPUS PLACEMENT DRIVE**

Dear IGNOU Learners & Alumina,

IGNOU Regional Centre Mumbai is organizing a **placement drive/ job mela** in collaboration with **Kirana Friends, Malad, Mumbai** on **09th August 2023 10:30 AM onwards**.

**Eligibility:** Graduation

The interested candidates may register their names with us through the Google Form as provided below **latest by 07th August 2023**.

<https://forms.gle/iKpJFk8hfyJotUv4A>

**Venue of Interview:**

IGNOU Regional Centre Mumbai,  
Plot No.43, Sector09, Opp. DAV Public School,  
New Panvel East, Navi Mumbai- 410206

**The IGNOU learners and alumina may use this opportunity**

With Best Wishes,

Dr. E. Krishna Rao  
Regional Director (i/c)



## **Job Description: Graduate Trainee**

### **About the Role**

As a Graduate Trainee, you will have the exciting opportunity to gain exposure to various departments, including Marketing, Product, Content, Kirana Success, and Sales Operations. Your primary responsibility will be to actively support and assist these teams in achieving their objectives. This role is designed to provide you with a well-rounded experience and a deeper understanding of our organization's functions.

### **About the Ideal Candidate**

We are seeking a proactive and highly motivated individual for the Graduate Trainee role. The ideal candidate should possess the following skills:

- **Excellent Communication:** You should have strong written and oral communication skills. Effective communication is essential as you collaborate with different teams and stakeholders.
- **Proficient in MS Office:** You should be proficient in using MS Excel, PowerPoint, and Word. These tools will be valuable in various tasks across different departments.
- **Problem-Solving Skills:** We value individuals who can think critically and identify practical solutions to challenges they encounter during their rotation.
- **Adaptability:** A flexible and adaptable mindset will be crucial in moving smoothly between departments and adjusting to different tasks.

### **Part 3: About the Required Values**

The Graduate Trainee role necessitates candidates who embody the following core values:

- **Teamwork:** Collaboration is vital to our organization's success. You should actively participate in team activities, respect diverse perspectives, and contribute positively to collective goals.
- **Ownership:** Taking ownership of your work and actions is a key attribute we look for. As a Graduate Trainee, you are expected to be responsible and committed to delivering high-quality outcomes.
- **High Agency:** We value individuals who are proactive, self-driven, and show initiative in their work. You should have a can-do attitude and a willingness to make a positive impact.

This role presents an excellent opportunity for professional growth and development. Your ability to exhibit these values and skills will contribute significantly to the success of our organization.

If you are ready to embrace diverse challenges and work collaboratively in a dynamic environment, we encourage you to apply for the Graduate Trainee position.

Note: The job description is concise and avoids jargon words to provide clarity and a better understanding of the role's expectations.

### **About Kirana Friends:**

Kirana Friends is a community of Kirana owners, operators, consultants & experts helping each other improve their business. We have developed a platform to help and support the growth of Kirana stores in India. The platform is supported by individuals who carry the experience of assisting 400+ Kirana stores and supermarkets to increase their business in India.

We're a 50,000+ user community and part of the Google Appscale Academy 2023 cohort