

Job Title: Intern

Location: Indian Vegetable oil Producer's Association (IVPA), New Delhi

Internship shall be available throughout the year based on the requirements of IVPA.

Duration: 3 months/6 months

Introduction:

The Indian Vegetable Oil Producers' Association (IVPA), the apex body representing India's vegetable oil industry, is seeking enthusiastic and dynamic interns to join our team. This internship offers a unique opportunity to gain hands-on experience in a professional setting while contributing to meaningful projects that support the growth and development of the edible oil sector.

Key Responsibilities:

The selected intern will assist in various office and secretarial tasks. Key responsibilities include:

1. Administrative Support:

- Assist in day-to-day administrative activities to ensure smooth office operations.
- Help with organizing files, maintaining records, and documentation.
- Manage data entry, filing, and updating databases.

2. Event Coordination:

- Support in organizing meetings, conferences, and events.
- Assist in preparing agendas, taking minutes, and following up on action points.
- Help in coordinating logistics, vendor management, and ensuring seamless execution of events.

3. Communication Assistance:

- Draft official letters, emails, and other communications as per instructions.
- Support in preparing reports, presentations, and other required documentation.

4. Secretarial Work:

- Handle basic correspondence and communication with stakeholders.
- Help the office team in scheduling and coordinating meetings.

5. Data Management:

- Assist in compiling, analyzing, and organizing data for projects.
- Support the preparation of reports and presentations for internal and external use.

6. Digital Marketing & Content Support:

- Assist in managing social media accounts and creating content for platforms.
- Help in designing basic visuals and marketing materials.

Qualifications:

- **Education:** Pursuing or recently completed graduation/post-graduation in any discipline (preferred fields: Management, Marketing, or Commerce) from any recognized University/ Institution.
- **Skills:**
 - Proficiency in MS Office (Word, Excel, PowerPoint).
 - Good communication skills (written and verbal).
 - Ability to work with attention to detail and meet deadlines.
 - Basic knowledge of social media platforms and graphic design tools is a plus.

Interns will be required to have their own laptops. IVPA shall provide them working space, internet facility and other necessities as deemed fit by the management.

Perks and Benefits:

- **Stipend:** As per industry standards or competitive.
- **Experience Certificate:** Provided upon successful completion of the internship.
- Opportunity to learn and gain exposure in event management, secretarial work, and office operations within a professional organization.

How to Apply:

Interested candidates can send their updated resumes to info@ivpa.in with the subject line: *"Application for Internship at IVPA."*

Note : IVPA reserves the right to review any of the conditions for the Internship at any time. The conditions so reviewed will be placed on the website of IVPA.