

Job Position: Intern – Commercial Service team- IFCCI Mumbai

The Indo-French Chamber of Commerce and Industry (IFCCI) is a not for profit bilateral business Chamber that fosters and promotes mutually beneficial relations between India and France through channels of trade and industry. IFCCI is looking for an Intern who will assist the Commercial Service team and work under the aegis of the Manager, Commercial Services and the Secretary General of IFCCI for the smooth functioning of the chamber's activities. The incumbent will be based in IFCCI's Mumbai office.

Nationality : Indian (having a base in Mumbai)

Period: 6 months

Responsibilities include:

Support to the Commercial Team:

- Manage administrative tasks such as preparing quotations, invoices, circulation of emails to member companies etc...
- Update the databases (contact lists/trade fairs) required for the Business Support Services
- Preliminary research as per the client's business activity in India
- Manage the outsourcing of all translation inquiries
- Handle the logistics for the visiting delegates
- Assist in the search of potential partners for the French client in India

Skills and Experience required:

- Organizational & multi-tasking skills in order to effectively complete tasks at hand
- Proficiency in English language
- Knowledge of French would be an advantage
- Freshers must apply for this post.
- Graduate or Post-Graduates.

Job Timings:

9.00 am to 5.30 pm

[Send your CV to sapna.verma@ifcci.org.in](mailto:sapna.verma@ifcci.org.in)

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