

Intern Hiring - iGEIC/intern/02/2025
Project Management

Date: 5th March 2025

NOTIFICATION

India Graphene Engineering and Innovation Centre is looking to hire Project Management interns.
Interested candidates may please contact hr@igeic.org

JOB POSITION			
Job Title	Project Management Intern	Job Location	Bangalore
Requirement Type	Project Intern (On contract)	No. of Vacancies	1 nos.
Remuneration	TBD	Nature of Appointment	On contract (for a period of 1 year)
Job Code	iGEIC/intern/02/2025	Primary Skills	Project Management
JOB DESCRIPTION			
Responsibilities: <ul style="list-style-type: none"> Assist in project planning, scheduling, and documentation Track project progress and update timelines using project management tools Coordinate with internal teams, vendors, and stakeholders Identify potential project risks and assist in mitigating strategies Support in preparing reports, presentations, and performance metrics Learn and apply industry-standard project management methodologies 			
Requirements: <ul style="list-style-type: none"> Fresh graduate degree (Technology, Business Management, Project Management, or a related field preferred) Basic knowledge of project management tools and methodologies (MS Project Plan, SharePoint etc.) Team collaboration and stakeholder communication Risk assessment and mitigation planning 			