

BUSINESS ASSOCIATE INTERN IN INDIA – JAPAN

Starting date: January 2017 to July 2017

Location: Gurgaon, India

About the Company:

Founded in 1996, Udyen Jain & Associates (UJA) is head-quartered in Pune, India and has extended its operational presence across the country through branch offices in Mumbai, Gurgaon and Bangalore but also internationally in Germany, Spain, Japan, UAE, France and Vietnam. **The firm has built its profession on providing full range of services in the field of Audit, Tax, Legal and Advisory mainly to foreign companies settled in India or willing to develop their activities in India**, which accounts for 85% of our total client portfolio. Drawing on almost 20 years of experience and a dedicated team of around 100 professionals in India, UJA is fast-growing and dynamic firm with a multi-cultural identity. For more details, log on to our website: www.uja.in

Role and responsibilities:

- The intern will be handling the UJA Japanese Market and his/her main objectives would be **to develop UJA's visibility and business relationship** in this market.
- Maintaining and developing good relationship with our existing clients in a proactive approach.
- Meeting clients all over India, understanding their needs as well as their requirements and build up relationship with them in order to close contracts will be part of our daily work.
- In order to reach this goal, you will be actively involved with the Indo-Japanese Chamber of Commerce, and will all the governmental institutions supporting Japanese companies in their development in India.
- Directly working under the Manager Partner who will guide you and support you all along your internship. You will pass on your supervisor all necessary information and you will be the crucial link between market players and the UJA's top management team.
- Meeting to management of the multinational companies based in India in order to strengthen UJA's network and visibility.

Your position is crucial for the company's growth and branding. UJA has always insisted on relationship and good quality professional work and also expects that you adhere to all the principles and policies of the firm.

Candidate qualifications:

Skills:

- Candidate should be hard working, dynamic, proactive, and should have strong communication and analytical skills.
- Candidate should be bold and professional enough to face the top Management of companies,
- Speaking fluent English and Japanese is a prerequisite as you will work with Japanese firms.
- Moreover, must have a good knowledge of Microsoft Office and Outlook.

Education:

- Candidate should be a student pursuing a University Bachelor's or Master's degree in Business, Management, Marketing or related field.

Compensation:

- 10 000 INR per month.
- All expenses relating to travelling and other hotel booking will be paid by the organization in case of business travels.

If you believe that you match this profile, please address your resume and cover letter at hrd@uja.co.in