

Operations and Logistics Team Internship Job Description

Overview

Join our dynamic Operations and Logistics Team Internship, a 6-month program designed for students and recent graduates passionate about execution, transportation, and resource management. This part-time, hybrid role offers the flexibility to work remotely or on-site in urban/rural areas, providing hands-on experience in streamlining operations and managing logistics for community and organizational initiatives. No prior technical or logistics experience is required, as comprehensive training in operational workflows, resource allocation, and transport coordination will be provided under the guidance of experienced professionals.

Program Highlights

- Duration: 6 months, with the first 2 months unpaid and a stipend (₹9,000–₹14,000/month) for the remaining 4 months; extension possible based on performance and project needs.
- Type: Part-time (15–20 hours/week, flexible schedule to accommodate academic commitments).
- Location: Hybrid (remote with occasional on-site work in metro, tier 2/3 cities, or rural areas like Mumbai, Pune, requiring a reliable internet connection for remote tasks).
- Mentorship: Personalized guidance from seasoned operations and logistics professionals with regular feedback sessions.
- Training Provided: No prior skills required; comprehensive training in logistics coordination, resource management, and operational tools.
- Hands-On Projects: Contribute to real-world initiatives, including transport planning, resource allocation, and operational efficiency projects.

Key Responsibilities

As an Operations and Logistics Team Intern, you will:

- Assist in planning and executing logistics operations, including transportation and resource distribution.
- Collaborate with the team to optimize workflows and ensure timely delivery of resources or services.
- Track and document logistics activities, including transport schedules, inventory, and resource allocation, for transparency and efficiency.
- Support the coordination of on-site events or deliveries in metro, tier 2/3 cities, or rural areas.
- Create and update operational guides or tracking templates in regional languages to enhance accessibility.
- Conduct surveys or collect feedback to improve logistics processes and resource management.
- Assist in building partnerships with vendors or local organizations to streamline operations.

Learning Opportunities

Under expert mentorship, you will gain:

- Logistics and Operations Skills:
 - Master logistics coordination and resource management processes with full training.
 - Learn to manage real-time data logging for transport and inventory, ensuring accuracy.
- Operational Efficiency:
 - Gain experience in optimizing workflows and streamlining resource allocation.
 - Develop skills in coordinating transport and operational tasks for seamless execution.
- Communication Skills:
 - Enhance professional communication with diverse stakeholders, including vendors and communities.
 - Learn to create accessible operational materials for non-digital or regional audiences.
- Digital Tools:
 - Develop proficiency in logistics and operations platforms (e.g., Google Suite, Trello) and remote collaboration tools with training.
 - Optimize operational workflows using digital tools for maximum efficiency.
- Career Development:
 - Receive personalized mentorship to guide your growth in operations and logistics.
 - Build a professional portfolio showcasing contributions to logistics and operational initiatives.

Required Skills and Qualifications

We welcome candidates passionate about operations and logistics management. No prior skills are required, and training will be provided.

- Operational and Communication Skills:
 - Basic understanding of logistics or resource management through coursework, projects, or self-study.
 - Willingness to learn operational tools and processes through provided training.
- General Skills:
 - Strong attention to detail for tracking logistics and maintaining accurate records.
 - Excellent communication skills for collaborating with teams and external stakeholders.
 - Proactive problem-solving abilities and a self-motivated attitude toward learning.
 - Ability to work independently and collaboratively in a hybrid team under mentorship.

Requirements

- Current enrollment in business, supply chain, operations, or related fields at an accredited institution.
- Availability for 15–20 hours per week with a flexible schedule.

- Access to a reliable internet connection and a computer/smartphone capable of running operational tools.
- Willingness to travel occasionally to tier 2/3 cities or rural areas (e.g., Ahmedabad, Coimbatore) for on-site logistics tasks.

Preferred Qualifications

While not mandatory, these qualifications strengthen your application:

- Personal or academic projects in logistics, event coordination, or resource management.
- Basic familiarity with data processing tools (e.g., Excel, Google Sheets) or logistics platforms.
- Exposure to operational strategies or volunteering through coursework or personal initiatives.
- Familiarity with remote collaboration tools (e.g., Slack, Trello, Zoom).

Who Should Apply

- Students: Undergraduates or postgraduates in business, supply chain, operations, or related fields eager to gain experience in logistics and operations, with no technical background required.
- Freshers: Recent graduates passionate about launching careers in operations and logistics, with training provided to bridge skill gaps.

Work Environment

- Collaborative Culture: Join a supportive, inclusive hybrid team fostering creativity and continuous learning in operations and logistics.
- Mentorship: Receive one-on-one guidance from experienced professionals to accelerate your skills, with tailored training.
- Real-World Impact: Work on projects enabling efficient logistics and operational execution.
- Flexible Arrangements: Hybrid work (remote with occasional on-site tasks in metro, tier 2/3, or rural areas) with a flexible 15–20 hours/week schedule.
- Duration and Compensation: 6 months, with the first 2 months unpaid and a stipend (₹9,000–₹14,000/month) for the remaining 4 months; extension possible.

Benefits

- Hands-On Experience: Gain practical skills in logistics coordination, resource management, and operational execution, with comprehensive training.
- Mentorship: Learn from experts in operations and logistics, with personalized feedback.
- Portfolio Development: Build a professional portfolio showcasing contributions to logistics and operational initiatives.
- Academic and Career Support: Earn academic credit (subject to approval) or reference letters for academic and professional advancement.
- Networking: Connect with operations and logistics professionals, opening future career opportunities.

How to Apply

Take the first step toward a rewarding career in operations and logistics! Our three-stage selection process ensures we find passionate candidates:

1. Application Submission: Submit your resume, along with any relevant project portfolios or links to work (e.g., logistics plans, coordination tasks) to support@rbcurexia.com.
2. Assessment Task: Complete a short task on logistics planning or resource management to demonstrate your abilities (no prior skills required; guidance provided).
3. Interview: Participate in a virtual or in-person interview to discuss your skills, passion, and fit, with opportunities to learn more about the role.

Apply today to gain invaluable experience in operations and logistics, with all necessary training provided, and contribute to impactful solutions!

Contact Us

For more information, reach out to us:

- Website: www.rbcurexia.com
- Email: support@rbcurexia.com

