

## **JOB DESCRIPTION FOR INTERNSHIP**

**Organisation Name: NANDIGHOSH ROADX EV- MANUFACTURING COMPANY**

**Location:** K-9 Patrapada, Bhubaneswar Odisha,751019

**Position & No of Requirement:**

**1- Marketing & Sales(4 position)**

**2- HR & Finance(4 position)**

**3- Operation (4 position)**

**Qualification:** MBA( Marketing /HR/ Finance/ Operation)

**Experience:** Fresher

**Gender:** Both Male & Female

**Internship Overview:**

ROADX is a leading EV manufacturing company, is seeking a dynamic Marketing /Sales/HR/Finance&Operation to drive growth and promote our sustainable mobility solutions. This role requires a strategic thinker with excellent communication skills, a strong background in sales and marketing, HR & Finance & Operation and proficiency in computer skills.

**1. Marketing & Sales:**

- Develop and execute sales strategies to promote Roadx EV products and services.
- Identify and target key market segments for EV adoption and penetration.
- Cultivate relationships with potential clients, dealers, and distributors to expand market reach.
- Analyze market trends and competitor activities to adjust sales tactics accordingly.
- Collaborate with marketing teams to develop promotional campaigns and pricing strategies.

**2. HR (Human Resources):**

- Recruit, onboarding, and retain top talent for various positions within the company.

- Develop and implement HR policies and procedures to ensure compliance and promote a positive work environment.
- Manage employee relations, including conflict resolution and performance management.
- Administer employee benefits, compensation, and payroll processes.
- Facilitate training and development programs to enhance employee skills and career growth.

### **3. Operations:**

- Oversee manufacturing processes to ensure efficient production of Roadx EV
- Optimize supply chain management to minimize costs and maintain high-quality standards.
- Monitor production schedules and inventory levels to meet customer demand.
- Implement lean manufacturing principles to improve operational efficiency.
- Ensure compliance with safety and environmental regulations in manufacturing facilities.

### **4. Finance:**

- Manage financial planning, budgeting, and forecasting processes for the company.
- Analyze financial performance and provide insights to support strategic decision-making.
- Oversee cash flow management, including accounts payable and receivable.
- Conduct financial risk assessments and develop mitigation strategies.
- Prepare financial reports and presentations for stakeholders, including investors and management.

Each role at Roadx EV Manufacturing Company requires specific skills and expertise to contribute to the company's success in the electric vehicle industry. Candidates with backgrounds in finance bring valuable financial management and analytical skills to support the company's growth and profitability.

## **Responsibilities:**

### **1. Marketing & Sales:**

- Develop and execute sales strategies to drive revenue growth and market share.
- Identify and prioritize target markets and customer segments for Roadx EV products.
- Build and maintain relationships with key stakeholders, including customers, dealers, and distributors.
- Analyze market trends, customer feedback, and competitor activities to inform product development and marketing strategies.
- Collaborate with cross-functional teams, including marketing and product development, to align sales efforts with company objectives.

- Monitor sales performance and implement corrective actions as needed to achieve sales targets.

## **2. HR (Human Resources):**

- Lead recruitment efforts to attract and retain top talent, including sourcing candidates, conducting interviews, and making hiring decisions.
- Develop and implement HR policies and procedures to ensure compliance with legal requirements and promote a positive work culture.
- Manage employee relations, including conflict resolution, performance management, and disciplinary actions.
- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Facilitate training and development initiatives to enhance employee skills and promote career advancement.
- Stay updated on labor laws and regulations to ensure company compliance.

## **3. Operations:**

- Oversee all aspects of manufacturing operations, including production planning, quality control, and supply chain management.
- Develop and implement operational strategies to optimize efficiency, reduce costs, and meet production targets.
- Monitor key performance indicators (KPIs) to assess operational performance and identify areas for improvement.
- Ensure compliance with safety regulations and maintain a safe working environment for employees.
- Collaborate with engineering and product development teams to introduce new products and improve existing ones.
- Manage relationships with suppliers and vendors to ensure timely delivery of materials and components.

## **4. Finance:**

- Manage financial planning and analysis processes, including budgeting, forecasting, and financial reporting.
- Monitor cash flow, manage working capital, and optimize capital allocation to support business operations.
- Conduct financial analysis to evaluate investment opportunities, pricing strategies, and cost-saving initiatives.
- Maintain financial records and ensure compliance with accounting standards and regulatory requirements.



- Provide financial insights and recommendations to senior management to support strategic decision-making.
- Collaborate with external stakeholders, including investors, lenders, and auditors, to fulfill reporting and compliance obligations.

Each role plays a crucial part in the success of Roadx EV Manufacturing Company, with specific responsibilities tailored to their respective backgrounds and expertise.