

Operations Internship Opportunity at Shadiyana

Greetings! Shadiyana is looking for Operations Interns, here are the requirements:

Position: Interns

Type: Remote

Job Description

Shadiyana is looking for a detail-oriented Operations Intern to assist with collecting data from vendors and updating our website. Your primary responsibilities will include gathering accurate information, ensuring it is correctly formatted, and uploading it to our platform. This role requires strong organizational skills, attention to detail, and basic knowledge of web content management.

Key Responsibilities

- Collect and verify data from vendors
- Update and maintain vendor information on the website
- Ensure all content is accurate and up-to-date
- Assist the operations team with other tasks as needed

Requirements:

- Strong attention to detail
- Good communication skills
- Basic understanding of web content management
- Ability to work independently and as part of a team

This role is ideal for someone looking to gain experience in operations and web content management.

If someone fits this description, please feel free to share resume at smaa.khalid@shadiyana.pk till 1st September, 2024.