

IFT Management Trainee – Job Description

10 November 2017

IFT is looking for a full-time management trainee to work alongside experienced members of the IFT team for a period of one year. The contract can be renewed for another year based on performance.

Working hours: 45-hours per work. Office hours: 9 – 6 PM Monday – Friday with a 1-hour lunch/prayer break. Saturday 9 – 1 PM. Occasionally there might be a need to work evenings and weekends.

Office location: 191 Khayaban e Shaheen, Phase 8, DHA (Near The Place)

Nature of work: Any work assigned by management. Work might include but is not limited to:

- Working with content team to review/update IFT publications
- Reviewing and editing of IFT lecture videos
- Assisting with product development, customer experience improvements and marketing
- Working with support team to respond to queries from customers and prospects
- Meeting clients and potential clients
- Coordinating IFT classes at various locations

Pre-requisites:

- Cleared Level I of the CFA Program and planning to appear for the Level II exam.
- Excellent English writing skills.
- Very good computer skills.
- Positive attitude and willingness to put in an extra effort as needed.

Compensation and benefits:

- PKR 60,000 per month
- IFT will pay for the Level II exam registration fees
- Free Level II classes at IFT and access to IFT online products
- Three weeks of paid vacation days per year
- Performance bonus of up to 10 percent of salary at the end of the year

If you are interested, please send a cover letter, resume and a sample of your written work to jobs@ift.world. The written work should be 100% your work and should provide a reasonable representation of your skills and ability.

Sincerely,

Arif Irfanullah, CFA

CEO, IFT