



**Job Title** – Management Trainee

**Eligibility:** Any Graduates/Post - Graduates

**Location:** Gachibowli, Hyderabad

**Employment Type:** Full-Time

### **About Company:**

Green Gold Animation Pvt Ltd was started in 2001 by Mr. Rajiv Chilaka, it is one of the first few entrants in the Indian animation industry with the unique knowledge of developing original IP Content. It created a niche for itself in the industry by producing Vikram Betal, Krishna series, Krishna Balram, Chorr Police and the hugely popular Chhota Bheem.

Green Gold Animation is the only Indian company to diversify itself in to multiple domains and it is a pioneer in exploring new revenue streams apart from traditional sources such as L&M activity, Branded Stores and Digital Media. Furthermore, it is the first Indian company reaching out to global audience with original Indian animated content.

### **About the Role**

We are hiring enthusiastic management graduates to join our animation studio. This role focuses on team coordination, reporting, presentations, and supporting the smooth workflow of production teams. Ideal for candidates who are organized, analytical, and interested in the creative industry.

### **Key Responsibilities**

- Track production progress, project timelines, and update daily/weekly status and performance reports.
- Prepare and present production presentations, dashboards, review decks, and comparative analysis reports.
- Coordinate communication and workflow between internal teams to ensure smooth project execution.
- Maintain project schedules, production trackers, documentation, and operational records.
- Facilitate meetings, prepare Minutes of Meeting (MoM), track action items, and ensure timely follow-ups.
- Support supervisors and team leads in internal reviews, client review preparation, scheduling, and delivery coordination.
- Identify workflow gaps, suggest process improvements, and monitor task completion to ensure deadlines are met.



### **Required Skills**

- Prior experience in animation/VFX production coordination or operations is preferred (not mandatory) Freshers are also encouraged to apply
- Understanding in animation, media, or creative production environment
- Good knowledge of MS Excel, PowerPoint, and reporting tools
- Excellent communication, multitasking, and follow-up abilities.
- Ability to work in a fast-paced team environment

### **Why Join Us**

- Opportunity to work in a leading animation studio
- Exposure to real-time production workflows
- Learning opportunity for management students entering the media industry
- Collaborative and creative work environment

### **Compensation & Growth**

- During the first year of employment, graduates will receive a monthly salary of ₹20,000, and post-graduates will receive a monthly salary of ₹20,000.
- Salary revision will be considered after successful completion of one year, based on individual performance, skill development, contribution to projects, and prevailing industry standards.
- Candidates will have opportunities for role growth and increased responsibilities based on performance.