Job Title: Assistant Manager

Location: New Delhi

Department: Cross-Functional (Operations, Sales, Pricing, Admin)

Reports To: Office Manager

**About Us**

Interglobo is an established Italian, family-owned, international freight and logistics company.

The company has developed a global network of offices that operate all around the World. It serves a variety of Focus Markets and has grown with its customers, developing expertise in highly tailored service offerings.

Interglobo opened its first office in India in 2022 and is looking for new talents to strengthen our organization and support our growth.

**Job Summary:**

We are seeking a motivated and dynamic **Italian national** to join our Indian office as a Trainee, with the clear development path toward becoming an Assistant Manager. This role is part of a structured training program that will provide exposure to all major functions of our freight forwarding operations—including Operations, Sales, Pricing, and Administration.

Previous experience in freight forwarding or logistics is a plus but not mandatory—what matters most is a keen interest in the industry, a global mindset, and a willingness to learn.

This position offers a unique opportunity to gain international experience, develop deep expertise in logistics, and grow within a leading multinational organization.

**Key Responsibilities**:

Participate in a comprehensive training program covering:

**Freight operations (import/export, air & ocean)**

**Sales and customer service**

**Pricing, quotations, and vendor management**

**Administrative and documentation processes**

Shadow department heads and actively assist in daily tasks and strategic projects.

Collaborate with local and international teams to understand the global operations of the company.

**Operational Exposure:**

Assist in shipment coordination, documentation, and communication with clients, carriers, and customs.

Support in the day-to-day handling of cargo movements, ensuring accuracy and timeliness.

**Sales & Client Interaction:**

Learn how to manage customer relationships, prepare sales proposals, and support business development activities.

Attend client meetings with senior staff and help prepare presentations or follow-ups.

**Pricing & Commercial Understanding:**

Assist the pricing team in obtaining carrier rates, preparing quotes, and analysing profitability.

Understand how market trends affect freight pricing and margin strategies.

**Administrative Support:**

Gain familiarity with invoicing, reporting, compliance, and internal documentation procedures.

**Career Progression:**

Upon successful completion of the training phase, the candidate will be evaluated and till take more independent responsibilities and leadership within the office.

**Education & Background:**

Bachelor’s or Master’s degree in Business, International Trade, Logistics, or a related field.

Prior experience in freight forwarding or logistics is advantageous but not required.

**Skills & Attributes:**

Strong communication and interpersonal skills.

Willingness to relocate and adapt to a multicultural work environment.

Analytical mindset with attention to detail.

High motivation to learn, grow, and take on leadership responsibilities.

Proficiency in English is required; knowledge of additional languages (including Hindi) is a plus.

**What We Offer**

• A competitive salary package commensurate with experience.

• Opportunities to work on high-profile international cases and transactions.

• A multicultural and collaborative work environment.

• Continuous professional development and growth opportunities.

•The company will support the necessary employment visa / work authorization for the candidate in India.

**How to Apply**

If you meet the qualifications and are excited about the opportunity to join our team,

please send your resume and a cover letter to [dnodusso@interglobo.com](mailto:dnodusso@interglobo.com) with

the subject line “Application for Assistant Manager – India.”

We look forward to welcoming a talented legal professional to our dynamic team!