

About the job Intern, Project Team

Job Title: Intern, Project

Who We Are:

At Quantigo AI, we combine human expertise with machine efficiency to deliver high-quality annotated data at scale. We help AI companies achieve faster, scalable results without compromising precision or quality. Our clients range from ambitious startups and academic institutions to Fortune 500 companies, spanning industries like autonomous driving, retail, security, and geospatial. We proudly support a global network of customers across all continents. Despite our growth, we remain committed to transparency, fair pricing, personalized service, and delivering exceptional results.

What We are Looking For:

As Quantigo AI continues to expand into its next phase of growth, we are looking for a **Project Intern** to support our Project Management team. The ideal candidate will assist in maintaining project documentation, coordinating updates across departments, and preparing reports that support data-driven decision-making. This role offers an excellent opportunity to gain hands-on experience in project operations within a dynamic and fast-paced AI services environment.

Key Responsibilities:

- Assist the Project team in updating and maintaining project-related documents.
- Prepare and organize internal reports to support project tracking and performance analysis.
- Coordinate with cross-functional teams to ensure timely communication of project updates, deliverables, and instructions.
- Compile and analyze data to prepare project reports using basic statistical methods.
- Support the Project Manager and other team members with any ad-hoc tasks or special assignments.

Who You Are:

- Bachelors degree or **final semester student** in **CSE, CS, BBA, or other relevant majors**.
- Experience using **Google Docs, Google Sheets, and Microsoft Excel**.
- **Knowledge of Python** is a strong plus.
- Strong **attention to detail** and **problem-solving skills**.
- Ability to **work collaboratively** as part of a team.
- **Highly organized** and capable of managing multiple tasks efficiently.
- Good understanding of **professional communication and work etiquette**.

Why Join Us:

At Quantigo AI, we value **innovation, collaboration, and excellence**, and offer a work environment where you can thrive and grow. You'll have the opportunity to:

- The chance to **collaborate with a dynamic team**, mentorship and guidance from experienced professionals in the industry.

- Potential for **full-time job and future career advancement** within the company upon fulfilling company goals after the internship period.
- A **fast-paced, high-energy environment** where innovation, ambition, and teamwork thrive.

Position Details:

- **Industry:** Machine Learning, Data Annotation
- **Position Type:** Internship (3 Months)
- **Location:** Dhaka, Bangladesh
- **Start Date:** Immediately
- **Job Location:** Hybrid (Remote/Office)
- **Working Days and Hours:**

Monday to Friday 9:30 AM to 5:30 PM (day shift) and 11 pm - 12 am (Night Shift) (GMT+6)

- **Salary:** BDT 7000 monthly

Equal Opportunity Employer:

At Quantigo AI, we are proud to be an Equal Opportunity Employer. We do not discriminate based on race, religion, gender, sexual orientation, physical or mental disability, age, or any other characteristic. We believe diversity and inclusion make us stronger, and we celebrate those differences for the benefit of our employees, services, and community.