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*We create a better world by helping companies become great workplaces.*

## ABOUT THE ORGANIZATION

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Great Place To Work® Institute is a global management research and consulting firm dedicated at enabling organisations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building performance based on trust. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 58 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.

# POSITION: Analyst - Operations

*Location: Mumbai*

<b>Role</b>	Analyst
<b>Basic Qualifications</b>	Graduate (Bsc. IT/ Stats/ Maths/Computer Science/Economics/Commerce) or (B.E Computer Science/IT)
<b>Preferred Experience</b>	0 – 2 Years
<b>Salary</b>	INR 25,000 pm
<b>Required Competencies</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of MS Excel, Data manipulation and analysing large data sets</li> <li>• Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy</li> <li>• Has a good practical understanding of technology and its application</li> <li>• Proficiency of technology and tools used for development</li> <li>• Strong Planning, time management &amp; multi-tasking skills</li> <li>• Relationship building skills and ability to work in a team</li> <li>• Good communication skills, confidence, initiative and strong values</li> </ul>
<b>Role and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Take care of all survey operations related activities for clients of Great Place to Work®.</li> <li>• Complete responsibility of survey creation, administration and proper closure for clients of Great Place to Work®. This includes interacting with clients occasionally.</li> <li>• Handle operational requests/issues raised by the client and resolve queries on quick turnaround time.</li> <li>• Data custodian of all survey related data points.</li> <li>• Ensure seamless operations and timely delivery of Great Place to Work® survey results and reports dispatch.</li> <li>• Ensure quality of the reports and services that go out to the clients by avoiding data risk through quality checks.</li> <li>• Provide technical and survey platform guidance to end users.</li> <li>• Contribute to automate processes to meet operational excellence.</li> <li>• Manage Great Place to Work® automation projects by interacting with in-house IT Team</li> <li>• Coordinating with IT team to solve technical issues and initiating new requirements for automation of processes and new technology products.</li> <li>• Relationship management: Internal and external clients.</li> <li>• Vendor Management: Alignment with data entry vendors and translation operators.</li> </ul>	

## WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous organizations transform their workplaces and thereby impact industry and society
- You will get the opportunity to learn continuously from the best employers globally
- You will have the opportunity to write articles, address seminars and be known as a thought leader



- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie
- You will get an opportunity to build your individual brand by getting exposed to networks with the CXOs and Head HRs of the best workplaces in India
- You will get to experience a unique and sought-after business model in this space

## HOW TO APPLY?

Please reach out to us: [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com)

To read more about us: <https://www.greatplacetowork.in/>

## EDUCATION AND EXPERIENCE

## SKILLS AND ABILITIES

- Proficiency in Microsoft Office especially Excel & Powerpoint
- Excellent Communication and 'People' Skills
- Strong Analytical and Conceptual Ability
- Confident and Positive Attitude with Entrepreneurial Approach
- Confident, Result Driven, Quality Oriented and Team Player

URL of home page: [www.greatplacetowork.in](http://www.greatplacetowork.in)