

Job Description – Analyst for Operations

India will be an economic superpower in our lifetime. Will it ever be a Great Place to Work®? You can help.

Great Place to Work® Institute is now a separate entity in India focusing exclusively on doing research and consulting on creating great workplaces. As you might be aware, for over 20 years, the Institute based in San Francisco, USA, has been working to advance the knowledge of what makes a great place to work®. The Institute does so by recognizing Best Companies to work for in the U.S. and around the world, and by helping numerous companies improve corporate performance and raise the quality of work life for their employees.

Every year, GPTW Institute's list of Best Companies is published in Fortune magazine in the US and in the Financial Times in the UK, and in more than 30 leading business publications globally. In India the list was published in the past in Businessworld. Going forward The Economic Times will publish the India Best Workplaces List in a special magazine format.

Great Place to Work® Institute, India has the following objectives:

1. Promote the concept of a Great Place to Work® by recognising Best workplaces in India
2. Offer diagnostic services like employee surveys, focus group discussions, 360 feedback etc around the framework of Great Place to Work®
3. Offer consulting services like employer branding, institutionalizing vision and values, building employee engagement skills and customized workshops
4. Retainer ship arrangements with smaller Organisations over a 1-2 year time frame, helping these Organisations design and implement a road map to become great places to work.

For our Annual study on Best Workplaces in India, we require the following person:

Position: Analyst, Operations

Location: Mumbai,

Job Responsibilities:

1. Generate various Reports from System & ensure timely delivery of Reports.
2. Maintain BD database and keep it updated in Application Software.
3. Coordinating with Surveyee having queries during survey.
4. Maintain Knowledge Management system – Data Warehousing.
5. Managing Logistics for all Action Planning Workshops / Standard Client Delivery.
6. Analysis of the people practices data- both quantitative and qualitative collated from the Flagship study.
7. Development of the Application software.

Education and Experience Required:

BE/ BSC IT with 20 – 24 years of age

Competencies Required:

- Analytical Skills
- Time Management & Multi-tasking skills
- Relationship building skills
- Ability to work in a team
- Confidence and Initiative
- Strong values