



Operations Executive

About Jarvis Technology & Strategy Consulting

One of India's biggest political and policy consulting organizations, Jarvis Technology & Strategy Consulting, was started by a group of socio-entrepreneurs from colleges like IIT, ISB, and NIT. Currently, it is driven by a strong team of more than 650 young professionals with a presence across India. We leverage data and technology to drive large-scale political campaigns, design action-oriented community outreach, formulate targeted communications, and make government programs more effective.

Location: Guwahati / Across India

Job Type: [Full-Time]

Experience: [0-3 Years]

Reporting To: State Manager

About the Job:

We are looking for a detail-oriented and proactive Operations Executive to support and streamline our daily operations. You will play a critical role in ensuring efficient workflows, coordinating between departments, managing people, and identifying areas for process improvement.

Key Responsibilities:

- Oversee and manage daily operational activities to ensure efficiency and productivity.
- Coordinate with Stake Holders and cross-functional teams (e.g. Admin, HR) to meet business objectives.
- Monitor key performance indicators (KPIs) and prepare reports for senior management.
- Analyze operational data and recommend improvements to increase efficiency.
- Identify operational issues and work with relevant teams to resolve them promptly.
- Support implementation of new Products, processes, or tools to improve operations.
- Lead and motivate team members; handle scheduling, task allocation, and performance tracking.
- Travel as required for operational oversight, audits and coordination.



Requirements:

- Bachelor's degree in Technology, Business Administration, Operations Management or a related field.
- [0-3] years of experience in an operations or administrative role.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Excel and Office Suite – intermediate level.
- People management skills with the ability to lead small teams or field staff.
- Willingness to travel as per operational needs.
- Excellent communication skills in **English, Hindi, and Assamese**.
- Strong organizational and multitasking abilities.
- Ability to work independently and collaboratively in a team environment.

Benefits:

- Competitive salary and performance-based incentives
- Health and wellness benefits
- Professional development opportunities
- Dynamic and supportive work environment