

Job Title: Operation Manager

Employer: DAI Research & Advisory Services (DAI)

Location: Remote

Assignment type: Full time

Salary: Commensurate with qualifications and experience

About DAI:

DAI Research & Advisory Services is dedicated to advancing knowledge and driving informed policy decisions through rigorous research and expert consulting services. With a legacy of excellence, DAI has emerged as a trusted partner for academic institutions, government agencies, and organizations seeking evidence-based solutions.

To know more about DAI Research & Advisory Services and its work, visit:
<https://www.daiadvisory.org/>

About the Role

We are seeking a highly skilled and motivated Operations Manager to oversee our daily activities and ensure our business operates efficiently and effectively. The successful candidate will play a crucial role in enhancing our operational procedures, fostering team productivity, and supporting our growth.

Key Responsibilities:

Project and Data Collection Management:

- Oversee project planning, scheduling, and execution to ensure timely completion within budget, including coordination of field data collection activities.
- Ensure the accuracy, reliability, and integrity of data collection processes and methodologies.

Quality Assurance:

- Ensure all services, processes, and data collection efforts meet quality standards and regulatory requirements.
- Address operational issues swiftly and propose solutions to mitigate risks.

HR and Administration Management:

- Manage day-to-day HR operations, including scheduling interviews, preparing offer letters, onboarding new employees, and maintaining employee records.
- Handle administrative tasks such as vendor management, processing employee reimbursements, and overseeing office supplies and equipment.

Team Management:

- Lead, motivate, and support a diverse field operation team within a fast-paced environment.
- Conduct performance reviews and provide constructive feedback to team members.

Qualifications:

- Bachelor's degree in Business Administration, Operations Management, or related field (Master's preferred).
- Minimum of 5 years' experience in an operations management role, preferably in a consulting or research environment.
- Proven track record of improving operational processes and driving efficiencies.
- Strong leadership and team management skills.
- Excellent project management abilities.
- Proficient in data analysis and performance metrics.
- Outstanding communication and interpersonal skills.

How to apply?

Interested candidates should send their CVs in PDF format only to jobs@daiadvisory.in. **The filename for the CV should be in the following format: lastname_cv.pdf (everything in lower case). Please make the subject of the email "Operation Manager"**

The deadline for applying is 7th Feb 24. Only shortlisted candidates will be contacted for the next round.