

Recruitment Notice: Operations Sr/Associate, Trayas

Trayas is recruiting a Operations Sr/Associate to work with the Co-Founders on organisational management and growth.

Who we are

Trayas is a knowledge-driven public purpose enterprise. We partner with government entities to increase economic freedom and ease of doing business across the country. We are recipients of the 2021 Emergent Ventures Award of the Mercatus Center at George Mason University and part of The Convergence Foundation, Atlas Network, Global Alliance for Mass Entrepreneurship and Azim Premji University networks.

Who we are looking for

The Operations Sr/Associate will play a strategic support role within Trayas. At Trayas we prize building a systematic and intentional organisational engine. Our early successes have come from the effectiveness of this engine. We are looking for a reliable and diligent Operations Sr/Associate to perform a diverse range of administrative duties. The ideal candidate will have an eye for detail, be able to engage with the minutiae of processes, and excel at varied repetitive tasks.

For us, an ideal team member can shapeshift into various roles to achieve project objectives. S/he can balance opposites—can run solo or in a team, do small tasks, or deep uninterrupted work. Our culture prizes openness to ideas, antifragility, honesty, drive for self-improvement, adaptiveness, and collaborative working. This is of course the dream; each of our team members is different in temperament and skills. What they do share is curiosity about the world, a passion for what they choose to do, and ability to relay with others.

Role Requirements

- Bachelor's degree in business and finance and/or equivalent years experience and/or training
- Excellent communication and organisational skills. Ability to write and speak clearly and correctly in English as it is our primary language of operation.
- Proficiency in Google Office Suite or Microsoft Office Suite (Word, Excel, Powerpoint), knowledge of general business software, tech savvy with aptitude and interest to learn new digital applications.
- Working knowledge of management software programs, including ZohoBooks, Zoho Expense, Airtable, CRM are desirable.
- Ability to network and work with vendors and service providers.

- Open to working with freshers if skills, attributes and motivation align. 1-2 years of relevant work experience is desirable.

What you will do everyday

- Operations:
 - Learn Trayas systems thoroughly, be on top of existing systems (Google Drive, Airtable) and train the team on execution of high quality operational set ups;
 - Scout, negotiate, and coordinate with vendors and service providers for proposals across a wide spectrum of requirements (IT, equipments, communication, events, travel);
 - Manage vendor relations to ensure timely delivery of services, invoices and troubleshooting.
 - Research business accounts for travel and hotel bookings; set up and manage a centralised booking system for the company;
 - Support in the logistics of events, annual offsite and other training programs;
 - Manage, grow, and ensure data hygiene of organisational databases;
 - Support in research and drafting of need-based workplace policies and processes; and
 - Ensure the smooth functioning of day-to-day infrastructure set up including video-conferencing, space management and utilities.
- Compliance:
 - Work with Company Secretary, Company Auditor and Company Accountant to develop and maintain an accurate compliance tracker for the organisation;
 - Manage compliance tracker for the organisation, ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations; and
 - Support the documentation of audit and IT filing preparation.
- Finance:
 - Learn/Be on top of financial applications (ZohoBooks, Zoho Expense); understand the applications architecture and accounting standards of the organisation to ensure our digital bookkeeping is accurate and error-free.
 - Review all invoices from team members and service providers for accuracy and ensure all reimbursement claims are backed by proper documentation;
 - Maintain receipts-payment process hygiene and plug details on respective financial systems;
 - Liaise with Company Accountants in overall accounts management, including backstopping bookkeeping and troubleshooting;
 - Prepare drafts of invoices for clients;
 - Support banking related logistics and coordination; and
 - Support Co-founders in financial planning, forecasting and budgeting.
- Others:
 - Support Co-Founders as and when required across a wide spectrum of functions.

How to apply

Job Title

Operations Sr/Associate, Trayas

Location

We are headquartered in Delhi.

Compensation

Compensation will be commensurate with experience and skills.

Application

Candidates who are qualified should apply using the web [application form](#).

The application form asks the following in addition to basic professional and biographical details:

- a 500-word cover note explaining why this role and why Trayas
- Uploading a CV (no-longer than 2 pages in PDF)
- Names and contact for 2 references
- Current CTC
- Expected CTC
- List of technical skills and proficiency (low, medium, high)

Applications will be reviewed on a rolling basis.

Interview process

Typically, candidates will go through one assignment and 2-3 rounds of conversations with different team members or advisors. Some of these conversations will be 1:1 conversations, and some with a group. We want to get to know you, and for you to get to know us. Through the conversations we hope to gauge knowledge and skill levels, approach to work, and aspirations.