

Job Description: Operations Associate

Pune | Social Enterprise

About Sistema.bio

Sistema.bio is a leading social enterprise operating in India, Africa and Latin America, headquartered in Mexico City. Since 2010 we have installed over 4,500 award-winning digesters across four continents. We are expanding across Maharashtra, Karnataka and Gujarat in India - and are looking for passionate individuals to join our team.

Sistema.bio promotes a world where waste is a resource, and farmers are empowered and productive. We design, manufacture and install biodigesters for small and medium scale farmers to convert their waste into economic, health and environmental benefits. To-date our products have treated 6.7m tons of farm waste, enabled over 25,000 people to produce clean energy, and saved over 36,000 ha of trees per year.

By the end of 2021, our goal is to have installed biodigesters for over 200,000 people in 15 countries where they lack access to clean, renewable and cost-effective energy. We want you to be part of this impact story.



Role Summary

This is a great opportunity to work with a global enterprise and be part of a growing team in India. Reporting to the Country Director, in this role you will be responsible for operations activities including admin and product logistics to ensure smooth running of the India office.

Key Responsibilities

- Coordinate with the global and local teams for product shipment, logistics and warehousing
- Handle invoices, customer contracts and product documentation
- Manage vendor payments and employee reimbursements
- Manage field data including product installation and material expense data
- Coordinate administrative activities for Pune and local field offices

Career Progression and Compensation

- We offer a competitive compensation and benefits package with an opportunity to advance to Operations Manager with greater responsibilities within 24 months.

Does this sound like you?

- You are a graduate with 3+ years of operations or administration experience.
- You have experience working with fast-paced early-stage organisations (preferred).
- You have a strong orientation to process and problem solving skills.
- You have excellent time management and a track record of managing multiple priorities.
- You have strong communication skills in Hindi and English (knowledge of Marathi is a plus).