



Company Name: Chakr Innovation

Designation: Administrative Analyst

Number of Positions: 01

Location: Gurgaon

About the role

We are looking for a proactive Administrative Analyst with strong problem solving and critical thinking skills who can help us develop stronger strategies and processes. The duties of an Administrative Analyst may vary from one organization to another, but for our company, they generally work with Sales Ops to research and analyze sales data and processes and improve or develop new strategies. To be a successful Administrative Analyst, you should be focused on optimizing processes within your department or organization. You should be collaborative, communicative, and creative with strong reasoning and problem-solving skills.

Responsibilities

- Working in an organization or department to optimize processes and ensure budgets are used effectively
- Providing internal support for departments that want to increase efficiency, productivity, or profitability
- Analyze data and processes to look for and better understand problems
- Developing processes and policies to replace or improve upon current methods
- Working with departments as they implement, refine, review, and modify processes and systems
- Ensuring that all initiative align with the company's mission and goals

What you'll need

- Bachelor's degree in Finance, Business, or related field
- More education or experience may be preferred
- Strong research, math, and computer skills
- Excellent problem solving, presentation, and verbal and written communication skills
- Ability to analyze processes and data

People you'll work with

Founder – Kushagra Srivastava – <https://www.linkedin.com/in/kushagra-srivastava-b68b2787/>

Reporting Manager – Arunaksh Bhandari

Qualification

BE Mechanical/Electrical with min 2 years of experience/ Diploma Mechanical/Electrical with minimum 3 years of experience in a similar role



About Chakr

Chakr Innovation is India's first CleanTech Startup and a Series-B funded CleanTech start-up founded by graduates from IIT Delhi. We aspire to be the most innovative and successful CleanTech company in the world and are working on multiple technologies to improve air quality and reduce carbon emissions from various sources. One patented technology, that we have already commercialized, reduces particulate matter emissions from diesel engines. Chakr Innovation is the first and only brand in the country to have the type-approved Retrofit Devices for Diesel Generators. The technology is being used by 70 plus corporations across India including Coca-Cola, Toshiba, Kellogg's, Reliance Industries, Reckitt Benckiser, Asian Paints, Tata Group, Mahindra Group, Indian Army, and many more. We are in the process of developing multiple other technologies in the CleanTech sector and want to accelerate the world's transition to clean and carbon-neutral technologies. We have grown from 2 founders to a team of over 350 full-time employees and have set up our manufacturing and R&D unit in Gurgaon & Pune. We currently have offices in Gurgaon, Pune and Chennai and are aggressively expanding to other geographies.

Awards & Recognition

We have also been recognized and awarded by multiple national and international institutions including Forbes 30 Under 30, United Nations, the University of Chicago, the American Society of Mechanical Engineers, General Atlantic, NitiAayog and many more.

Value & Mission

Chakr Innovation aims to create pioneering, sustainable and scalable technologies to combat the grave threat posed by pollution. Our mission is to develop and implement innovative solutions which can effectively control pollution – saving the natural product, a retrofit emission control device for diesel environment and protecting people's health. Our device, aims at addressing one of the most pressing issues for humankind "availability of breathable air by capturing pollution at source"

Clean air for everyone to breathe while ensuring that it does not become airborne again. We have developed world's first retro-fit emission control device for diesel generators. Our technology can reduce ~70% of particulate matter emissions from the exhaust of diesel generators without causing any adverse impact on the engine.

Live your best life at Chakr Innovation with

Health Insurance

Learning and development

Maternity and Paternity leaves

Friendly peers & coworkers

Wellness Program

Perks & Bonuses

Lifestyle benefits (Work life balance & mobility)



Chakr Innovation

Find more information about Chakr Innovation on www.chakr.in