This role is highly entrepreneurial, requiring acumen for designing and implementing efficient processes and systems for planning and management of suppliers, contractors, field staff across functions, customers and project data. You should have a proven track record of achievement of targets with strict deadlines in a similar role and a good grasp of accounting, MS Office, CRM, MIS and project management software. If your way of working is both outcome- and team-oriented, you will be comfortable in our dynamic, interdisciplinary and multicultural team.

**Your Major Responsibilities**

- Manage a small team handling operations, engineering, sales and marketing, customer support, business development, accounts management and impact
- Supervise end-to-end project development and implementation to ensure commissioning, maintenance, sales targets and servicing in line with milestones/budget
- Manage and liaise with contractors and local labour for civil works; inspect works
- Oversee speedy resolution of faults and repairs by liaising with suppliers
- Monitor project performance and provide regular reports to management

**Your Profile**

- 3 years’ experience in business operations and project management in technical setup, preferably in the renewable energy industry and in the rural context
- Master’s or Bachelor’s degree in business studies, operations management, supply chain, engineering or other relevant field
- Superior organisational and time management skills; ability to deliver and achieve targets under pressure and tight deadlines; attention to detail and record-keeping abilities
- Excellent communication skills; fluency in English and Hindi both verbal and written
- Self-motivated and ability to work independently; confident character with ability to interact effectively from senior management to junior technicians
- Seasoned professional with experience recruiting and managing staff and contractors
- Should have own laptop and motorcycle, valid driver’s license
About Oorja

Oorja is an award-winning social enterprise based in New Delhi, tackling some of the most pressing challenges in the energy sector today: renewable energy expansion and energy poverty.

Oorja’s focus is on powering beneficial appliances that help users to generate stable incomes, create jobs, and mitigate carbon emissions. Despite urgent need, around 90% of marginal farmers cannot afford to invest in solar technology for their farms. Oorja wants to close this gap. We install, operate and maintain off-grid solar energy systems for community use and sell irrigation, milling and refrigeration as affordable services to marginal farmers. We focus on rural areas of northern India where farmers are currently reliant on polluting and expensive diesel motors for their energy needs.

Our core strengths are our inclusive, customer-centred model and a diverse and driven team with shared passion in sustainable development. We are determined to scale up access to solar power among the most marginalised communities. Some of our supporters and partners in this mission are:

How To Apply

If this exciting opportunity appeals to you, please send your application (CV and letter of motivation) to careers@oorjasolutions.org with the subject line “Operations Associate - Your Name” before 31 August 2020.

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavours to provide a safe and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise.