Application – DATA MIS Person

Location - Chennai

Job description - We are looking to bring onboard self-driven, motivated and passionate people who have hands-on experience in working with data.

Additionally, love for the development sector, a keen eye for the data and loves to work with the data. He/she should be a good team player with ability to interpret and turn complex data into simple and effective data. The data output has direct impact and a strong focus on dignity and development

Roles and Responsibilities
1. Preparation of MIS reports on daily, weekly, monthly and yearly basis
2. Generate and distribute reports in accurate and timely manner
3. Provide strong reporting and analytical information support to donor management and other teams.
4. Prepare presentation graphs, graphs, data Dashboard etc.
5. Participate in cross-functional meetings to resolve recurring data issues

Desired Skills
1. Strong technical skills: data processing and mining tools
2. Excellent knowledge of MS Excel like (Formulas, V-lookup, H-Lookup, Pivot, Conditional Formatting etc.)
3. Ability to work in team as well as independently
4. Good written & data visualization skills
5. Should have high level of integrity
6. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
7. Strong English, Hindi & Tamil writing, and reading skills with flawless grammar and impeccable sentence structuring.
8. Experience in handling various types of data.
9. Can ensure accuracy, consistency and authenticity of the data.
10. A meticulous approach to work and an eye for detail.
11. The ability to maintain high-quality work while meeting tight deadlines
12. Adept with Google Suite (Docs, Sheets)
13. Experience on Sales force is desirable.

Experience
        Minimum 2 years of working experience as MIS Executive

Education- Should be minimum a graduate

Industry - Not For profit

Employment Type - Full-time

Application Process:

Interested candidates are requested to email your CV and cover letter to hr@goonj.org with a detailed note that why you choose a nonprofit over the commercial sector.

*Following the submission of the above, shortlisted candidates will be interviewed over two rounds following which a final decision will be made.

*Only shortlisted candidates will be reverted back and called for the interview.