

Job Description – Operation Analyst

Position: Project Associate

Location: Kanpur, Uttar Pradesh

Employment Type: Fixed-Term Contract – 1 Year

Experience: 0–2 years

About the Role

We are looking for a Project Associate to support the sensor deployment team in coordinating field deployment activities, maintaining deployment records, and monitoring sensor uptime and performance. The role will involve coordination with internal teams and external vendors to ensure smooth deployment and operational continuity.

Key Responsibilities

- Support the sensor deployment team in day-to-day coordination and deployment activities.
- Maintain accurate records of deployed sensors, locations, accessories, installations, replacements and related assets.
- Track sensor uptime and basic performance status and flag any issues or irregularities to the concerned team.
- Coordinate with vendors for installation, maintenance, troubleshooting and resolution of sensor-related issues.
- Maintain deployment and maintenance documentation and ensure timely updates to records.
- Coordinate with internal stakeholders and field teams to support smooth deployment and maintenance activities.
- Assist in tracking pending deployment, maintenance and vendor-related actions until closure.
- Prepare basic status updates and reports on deployment, sensor performance and pending issues.

Required Skills & Qualifications

- Graduate in any relevant discipline; technical/project-related education will be an advantage.
- 0–2 years of relevant experience; freshers with strong coordination and documentation skills may also be considered.
- Good working knowledge of **MS Excel/Google Sheets** and basic documentation tools.
- Strong coordination, follow-up and record-keeping skills.
- Ability to communicate effectively with internal teams and external vendors.
- Willingness to support field/deployment activities as required.
- Attention to detail and ability to maintain accurate records.

Key Competencies

Coordination | Documentation & Record Management | Vendor Follow-up | Attention to Detail | Problem Identification | Ownership & Follow-through

Contract Details

- **Contract Duration:** 1 Year
- **Location:** Kanpur
- **Employment Type:** Fixed-Term Contract