



Requires

Operations Analyst (Research Associate)

Misra Centre for Financial Markets and Economy

The Misra Centre for Financial Markets and Economy (MCFME) at IIM Ahmedabad facilitates research on contemporary issues related to financial markets within the overall economic framework, and disseminates knowledge via seminars, conferences, media outreach, and more. The Centre produces and manages financial and economic databases, such as the Business Inflation Expectation Survey (BIES), IIMA-SFarmsIndia Agri Land Price Index (ISALPI), IIMA-AuraArt Indian Art (Price) Index (IAIAI), and others, which are widely used to provide insights into the financial markets and the Indian economic scenario.

The Centre is seeking a detail-oriented and proactive Operations Analyst to join its team. In this role, you will support the Centre's analytical, data, and policy work, assist with the preparation of the annual report and other outputs, and coordinate (under the supervision of the Centre Manager) the organization of seminars, workshops, and conferences. You will also support engagement with internal and external stakeholders, including drafting formal correspondence, and contribute to enhancing the Centre's social media outreach. The Centre is looking for a dynamic individual who can take on these responsibilities with a strong sense of accountability and attention to detail. The Operations Analyst will report to the Centre Manager and the Chairperson.

Job Description:

The responsibilities include the following (but wouldn't be limited to):

- Assisting with the Centre's analytical products, ensuring data accuracy, relevance, and timely updates to support ongoing research initiatives at the Centre.
- Contributing to the preparation of annual reports by compiling relevant data and helping draft sections that highlight the Centre's key research activities and outcomes.
- Marketing the Centre's activities through various channels, such as social media platforms (LinkedIn, Twitter, etc.), and managing the Centre's online presence. Updating and maintaining the Centre's website regularly, ensuring content is current and accessible.
- Coordinating virtual events, ensuring smooth execution, troubleshooting as needed, and coordinating automated emails to research institutions, industry partners, and policy institutions to facilitate communication and engagement.
- Supporting basic approval processes within IIM Ahmedabad, coordinating with various departments and writing minutes of meetings while maintaining organized electronic and paper records for easy access.

Qualifications:

- Applicants must have a Master's degree in Finance, Business Administration, Economics, Data Science, or related field.
- Applicants must be self-motivated with excellent communication skills (both written and oral) and should be able to work in a team environment.
- Proficient in Microsoft Word, Excel and PowerPoint. Familiarity with econometrics software is desirable.
- Excellent organizational and time-management skills.
- Positive and proactive attitude
- Proven experience in prior administrative or project management role is highly desirable.

Job Location: IIM Ahmedabad (No Work from Home Option)

Age: Maximum 35 years

Interested candidates need to fill the google form. Link for google form:
<https://forms.gle/nrAT6yY15JUZKNNk8>

Last date of Application: **February 28, 2025.**