Position: Process Automation Associate

Experience: 0–2 years
Location: On-site Chennai

Role Summary

We are seeking a motivated professional who can support process improvement through data structuring, Google Sheets development, and basic automation. This role involves working with business teams to build tools that streamline operations and reporting.

Key Responsibilities

- Build and maintain structured Excel/Google Sheets for internal processes
- Apply formulas such as Query, Filter, Index-Match, Array Formula
- Implement conditional formatting, status-tagging, and logical workflows
- Support basic Apps Script automation as needed
- Manage data cleaning and validation
- Document sheet structure and logic
- Create dashboards and reporting views for management
- Identify ways to improve manual processes through digitization & automation

Required Skills

- Strong knowledge of Advanced Excel/Google Sheets incl. Macros/App Scripts
- Logical thinking & analytical mindset
- Attention to detail and data accuracy
- Ability to work independently and learn quickly
- Good communication & documentation skills

Preferred

- Looker Studio/any dashboard platform
- Experience with low or no code platforms
- Understanding of workflow or automation tools

Ideal Candidate Profile

- Process-oriented thinker
- Comfortable working with data
- Fast learner with strong curiosity for automation
- Reliable, organized, and responsible