

Associate Analyst – On/Offboarding Operations Support – Deloitte - Hyderabad

If you would like to support Deloitte's important clients, this could be the role for you. The role provides an opportunity to provide and deliver important support services to Deloitte's client account teams.

The team

Center of Account Excellence (CoAE) professionals assist client leaders in strengthening how we serve our most important clients. CoAE professionals execute internal operations, such that the leaders can focus on delivering value for our clients. Navigate is the US Member Firm system of record for managing the clients' on/offboarding processes at US-headquartered ACP clients. A Salesforce-based platform, navigate is a user-centric and customizable solution that will reimagine client on/offboarding by serving as a one-stop-shop for practitioners to complete all essential requirements. The On/offboarding Delivery Center (ODC) team will be part of the larger Center of Account Excellence (CoAE), within Client Excellence.

Work you'll do

As a Center of Account Excellence (CoAE) professional, you will perform operational tasks that support Deloitte to efficiently serve our clients.

Key Responsibilities

Client Deliverables:

- Ensure that critical data is entered accurately into forms and applications according to written instructions
- On/offboard professionals to and from project teams using onboarding platforms/client third-party systems
- Understand requirement, follow detailed instructions, and execute the on/offboarding process
- Complete assigned data entry tasks as per agreed Quality and Service Level Agreements (SLAs)
- Generate simple reports and provide status updates

Quality:

- Complete assigned tasks that adhere to the Standard Operating Procedures (SOPs) and templates and are error free
- Perform self-review check of all completed tasks before submitting for quality check
- Own the assigned tasks to ensure they meet the quality standards of CoAE
- Seek feedback from Coach and Team lead to improve output and overall performance

Teamwork:

- Share knowledge with team members/peers
- Help the team's workload by managing your tasks and supporting team members when required

Qualification and Experience required:

Required:

- 0-2 years of professional experience.
- Bachelor's degree
- Location: Hyderabad

Skills

- Proficient in Microsoft Office suite, especially Excel, Power Point, and Word
- Ability to follow instructions and execute tasks without error
- Demonstrate ability to pay attention to detail
- Ability to work in a fast-paced, team environment
- Ability to meet deadlines
- Good verbal and written communication skills
- Ability to work virtually

Work Timings: Work in shifts of 2 PM to 11 PM IST and 11AM to 8 PM IST (as per business requirement).

How you'll grow

At Deloitte, we've invested a great deal to create a rich environment in which our professionals can grow. We want all our people to develop in their own way, playing to their own strengths as they hone their leadership skills. And, as a part of our efforts, we provide our professionals with a variety of learning and networking opportunities—including exposure to leaders, sponsors, coaches, and challenging assignments—to help accelerate their careers along the way. No two people learn in the same way. So, we provide a range of resources including live classrooms, team-based learning, and eLearning. DU: The Leadership Center in India, our state-of-the-art, world-class learning Center in the Hyderabad offices is an extension of the Deloitte University (DU) in Westlake, Texas, and represents a tangible symbol of our commitment to our people's growth and development. [Explore DU: The Leadership Center in India](#)

Benefits

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits. [Learn more about what working at Deloitte can mean for you.](#)

Deloitte's culture

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture that is inclusive, invites authenticity, leverages our diversity, and where our people excel and lead healthy, happy lives. [Learn more about Life at Deloitte.](#)

Corporate citizenship

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities. [Learn more about Deloitte's impact on the world.](#)

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