

Founder's Office Associate – Data Analyst & Strategic Insights

Location: Hybrid / Remote / On-Site

Company: Highland Group of Companies

Reporting to: MD Office

About the Role:

We are looking for a highly analytical and detail-oriented professional to join the **Founder's Office** at **Highland Agro**. The ideal candidate will play a critical role in analysing business data, preparing detailed reports, and providing actionable insights to drive strategic decision-making. This role requires a combination of strong data analysis skills, business acumen, and the ability to present insights effectively to leadership.

Key Responsibility Area:

- **Strategic Implementation:** Facilitate the advancement of significant projects across various business functions, ensuring they are executed promptly and in alignment with organizational objectives.
- **Market Research and Analysis:** Perform research, evaluate industry trends, and deliver insights to enhance data-informed decision-making.
- **Operational Efficiency:** Streamline internal processes, enhance workflows, and promote efficiency within business operations.
- **Cross-Functional Collaboration:** Collaborate with diverse teams (Product, Sales, HR, Finance) to implement initiatives and monitor essential performance indicators.
- **Issue Resolution:** Recognize challenges, suggest solutions, and execute enhancements in a dynamic environment.

Key Skills & Qualifications:

- **Educational Background:** Bachelor's degree (Engineering / MBA) or equivalent experience
- Strong ability to work with complex datasets and derive insights.
- **Technical Proficiency:**
 - Proficiency in Microsoft Office Suite and/or Google Workspace.
 - Advanced Excel and Google Sheets. (Mandatory)
 - Excellent written and verbal communication skills
 - Power BI / Looker Studio / Tableau/ QlikView for data visualization (preferred but not mandatory)

Why Join Us?

- Directly contribute to the strategic decisions of the Founder's Office with high-impact decision-making with Exposure to diverse and high-level strategic projects
- Work with a fast-growing company and gain insights into multiple business verticals.
- Competitive compensation and learning opportunities.

If you are passionate about data-driven decision-making and want to be part of a dynamic leadership team, we would love to hear from you!