

#### About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin-the Indian Subcontinent--as a legitimate contributor to the global specialty coffee and craft baking movements. Only raw materials enter Subko's roastery: all of the coffee and bakehouse products are crafted from scratch, in house. From crop to cup, bean to bar, and farm to table. We aim to provide a detailed, high quality coffee and bake experience to all our guests.

#### About the role:

It is a dynamic role which requires an individual who has the flair to work with excel and generate reports effectively while liaising with the CFO of the company. This individual will be working closely with the CFO and other key members of the company to understand business and flow of the finances. This is a full-time on-site role in Mumbai for a Management Information System Analyst. The Management Information System Analyst will be responsible for analyzing data and information systems, developing and maintaining reports, and performing systems analysis.

### **Roles & Responsibilities:**

- Strong analytical skills with the ability to interpret complex data
- Experience in developing and maintaining dashboards & generating reports from tally software
- Proficiency in Management Information Systems (MIS)
- Experience in systems analysis and design
- Excellent problem-solving skills
- Excellent written and verbal communication skills



- Bachelor's degree in Management Information Systems, Computer Science, or related field
- Experience in the hospitality industry or with specialty coffee is a plus

**Perks of joining our team:** You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 120+.in a span of 3 years

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

# Apart from that some benefits include:

- Mediclaim
- Travel Allowance
- Lunch Facilities
- Employee discount available at our outlets
- Provident Fund

## You can get in touch with us at:

Email id: - whatsyourspecialty@subko.coffee

**Contact Number :-** +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)