



SPECIALTY
COFFEE ROASTERS
& BAKEHOUSE



Junior Business Operations Associate

☰ Location	Mumbai
☑ Team	Admin

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, craft baking and pod-to-bar chocolate making movements. Only raw materials enter Subko's facilities: all of the coffee, bakehouse and cacao products are crafted from scratch, in house. From crop to cup, pod to bar, and farm to table. We aim to provide a detailed, high-quality coffee, bake and chocolate experience to all our guests.

Job Description

As a Jr. Business Operations Associate, you will be instrumental in integrating, optimizing, and automating business software to enhance our operational processes. Your contributions will be key to improving efficiency and streamlining workflows across the organization.

Responsibilities

- 1. Software Implementation, Process Optimization, and Automation:** Focus on identifying, implementing, and customizing business software solutions, with a special emphasis on automating repetitive tasks and processes to enhance efficiency and productivity. For example, Zoho Tools, Payment Gateways, Shipping Tools, and more.
- 2. Operational Support and Improvement:** Ensure smooth operation of business software applications, addressing challenges and optimizing them for better performance. Work on automating aspects of these systems for improved functionality.
- 3. Training and Documentation:** Conduct training sessions for staff on new software tools, emphasizing automated features to enhance user experience. Maintain updated documentation for easy reference and ongoing support.
- 4. Feedback Analysis and Reporting:** Actively gather and analyze feedback, particularly on automated functions, to assess software performance and identify areas for further automation and improvement.

Qualifications

- Bachelor's degree in Business Administration, Information Technology, or related field.
- Up to 1 year of relevant experience, including internships.

- Understanding of business software, process improvement, and automation.
- Strong analytical skills, effective communication, and a knack for identifying automation opportunities.
- Technical proficiency in business software(s), including automation tools.

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

How to Apply

Email ID: - whatsyourspecialty@subko.coffee

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

SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033 Website: www.subko.coffee

Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln, Tel No.: +91 90047 00654 Byculla East, Mumbai – 400027 CIN: U55209TG2019PTC132480