

## Business Process Manager

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**Dharma Labs** is looking for an experienced professional for the position of **Business Process Manager** at our Head Office, to create the processes and building strategies to streamline the business.

**Dharma Labs** ([www.dharmalabs.io](http://www.dharmalabs.io)) is a multi-disciplinary research and development team formed out of Dharma Life. We pioneer ways to achieve sustainable social change through cutting-edge technologies, large-scale data collection and innovative decision sciences. We engage with individuals, communities, organizations and governments to co-design and co-create innovative solutions for complex ecosystems. **Dharma Life** ([www.dharmalife.in](http://www.dharmalife.in)) is a pioneering, award-winning business that is driving sustainable economic growth in rural India by creating entrepreneurs and building a market for world class products that improve lives and livelihoods.

### We work at the intersection of multiple disciplines

Access to Energy	Big Data Analysis	Design Thinking	Education
Health	Livelihoods	New Technology	Nutrition
Sanitation	Social Innovation	Social Research	System Design

### We add value by

- Collecting and analyzing field data in order to quantify and trigger social change
- Leveraging multi-disciplinary technology and analytics to tackle social challenges
- Mastering innovation methodology to achieve scaled and systematic transformation
- Designing actionable interventions that address complex challenges at scale

### What's your responsibility?

- Communicate and collaborate across all departments as well as management
- Identify and prioritize business needs and unused potential within the organization
- Analyze current procedures and design innovative business processes and standards
- Document and optimize business processes and standards for all departments
- Implement new processes, manage exceptions and changes in a dynamic environment
- Analyze the compliance, create reports and ensure procedures are being followed
- Establish measurements and targets to improve efficiency and profitability
- Internal audit for compliance with defined standards and procedures

### Desired Skills & Experience

- A Masters' degree in any stream
- 4 years + experience in business/process excellence role
- Excellent written and verbal communication skill, analytical skills
- Experience in planning and conducting internal audits and adhering to the compliance framework
- Six Sigma Black Belt certified would be added advantage
- Experience in transitioning projects is an advantage

### Personal Attributes

- Strong sense of ownership and proactive problem resolution
- Resourceful self-starter who thrives in a fast-pace, and start-up environment
- Ability to lead keeping the big picture in mind

### Travel Requirement

Should be able to travel as per business necessity.