Job Description: Operations Associate

Ahmedabad | Work From Office | Full-time

Job Snapshot	
Position	Operations Associate
Company	BluTec.AI — “AI That Never Sleeps”
Location	Ahmedabad
Work Mode	Work From Office
Employment Type	Full-time
Qualification	Graduate (any stream)
Experience	0–2 years (well-organised freshers are welcome)
Annual CTC	₹3 LPA *(Final CTC depends on interview performance)*
Apply At	careers@blutec.ai

1. About BluTec.AI

BluTec.AI helps businesses adopt AI-powered automation solutions that work around the clock — our promise is “AI That Never Sleeps.” We are a fast-growing team building the next generation of automation products, and we are looking for an organised, ownership-driven Operations Associate to keep our delivery smooth for the businesses we serve.

2. Role Overview

As an Operations Associate, you will be the backbone that keeps BluTec.AI running smoothly. You will coordinate between sales, tech and clients, support onboarding and delivery, track tasks and requests to closure, and maintain accurate data and reports so the team can move fast.

3. Key Responsibilities

- **Day-to-Day Operations:** Coordinate daily activities across sales, tech and support teams to ensure timely execution.
- **Client Onboarding & Delivery:** Support onboarding of new clients, collect required details and track project delivery milestones.
- **Request & Ticket Tracking:** Log, track and follow up on client requests and issues with internal teams until closure.
- **Process & Documentation:** Create and maintain SOPs, checklists and process documents to keep work consistent and repeatable.
- **Data & MIS Reporting:** Maintain trackers, update CRM / Google Sheets and prepare daily and weekly MIS reports.
- **Quality Checks:** Review deliverables and records for accuracy and completeness before they reach clients.
- **Admin & Vendor Coordination:** Coordinate with vendors and handle documentation, invoices and contract records as required.
- **Process Improvement:** Identify repetitive tasks and suggest automation or process improvements to save time and reduce errors.

4. Required Skills & Competencies

- Good verbal and written communication skills.
- Strong organisation, multitasking and time-management skills.
- Proficiency in Google Sheets, MS Excel and MS Office; basic CRM knowledge.
- Awareness of AI tools / LLMs (ChatGPT, Gemini, etc.).
- High attention to detail and follow-up discipline.
- Problem-solving mindset with a sense of ownership.
- Comfort with virtual meeting tools such as Google Meet.

5. Eligibility

- Graduate in any stream.
- 0–2 years of relevant experience in operations, coordination, back-office, administration or client support.
- Freshers with strong organisational and communication skills are welcome to apply.
- Willing to work from our Ahmedabad office.

6. Good to Have

- Prior experience in SaaS, IT or automation companies.
- Experience with project management or task tracking tools.
- Advanced Excel / Google Sheets skills (formulas, pivot tables).
- Fluency in English, Hindi and Gujarati.

7. Compensation (Annual CTC)

Annual CTC: ₹3 LPA.

Note: The CTC mentioned above is indicative. The final CTC offered will be decided based on the candidate's performance in the interview process.

8. Growth Path

Stage	Focus
Today	Operations coordination, onboarding support, tracking and MIS reporting
Next	Owning delivery processes, client success coordination and process automation
Future	Senior operations / operations lead roles as BluTec.AI grows

9. Hiring Process

Telephonic Round → Interview Round → Final Interview

10. How to Apply

Interested candidates can send their updated resume to the email below, with the subject line "Application – Operations Associate".

Apply now: careers@blutec.ai

This is where the Automation starts!