



Job Title: Assistant Manager – Information Services
Location City: Gurgaon (New Delhi National Capital Region)
Industry: Consulting and Advisory Services
Company: Everest Group

Company Description

Everest Group is an advisor to business leaders on global services with a worldwide reputation for helping Global 1000 firms dramatically improve their performance by optimizing their back- and middle-office business services. With a fact-based approach driving outcomes, Everest Group counsels organizations with complex challenges related to the use and delivery of global services in their pursuits to balance short-term needs with long-term goals. Through its practical consulting, original research and industry resource services, Everest Group helps clients maximize value from internal transformations, shared services, outsourcing and blended model strategies. Established in 1991, Everest Group serves users of global services, providers of services, country organizations and private equity firms, in six continents across all industry categories. For more information, please visit www.everestgrp.com.

Job Overview

The Information Services team at Everest Group seeks a full-time Assistant Manager. This position would report to the Director, Information Services. This position works as part of an Information Services team that is responsible for supporting the data requirements of the research group along with providing analytical support in the reports development process. This team is responsible for tracking information and creating and maintaining databases that house that information to be used by the firm in various engagements. The team also initiates as well as lends its support in the creation of various syndicated and custom research reports that are a source of revenue for the firm.

Responsibility

- This position will guide the team in tracking, updating and maintaining data in various databases, creating dashboards and generating related reports
- The position will also assess current and future data needs by interacting regularly with relevant stakeholders and estimate feasibility, timelines and resource requirements. The person should be able to
- Manage the activities and operation of the Information Services unit in developing and maintaining reports, and data management assignments, tasks, review of work and supervision
- Act as a mentor for junior team members and provide feedback during the appraisal process
- Formulate, implement, and enforce proper data collection policies and procedures and ensure data quality standards
- Should build and maintain relationships with key stakeholders in the firm and undertake conflict resolution
- The position should also be involved in conceptualization of new services with the senior members of the team

Skills and Activities

- The person should have worked in the outsourcing industry, either in business research or in service delivery
- Should have experience of managing large data sets, creation and conceptualization of research reports and have an eye for detail
- Project management experience is preferred
- Excellent communication skills (verbal and written)
- Proficient in writing business reports
- Should be familiar with databases such as OneSource, Factiva, and APQC
- Should be a graduate with a minimum of 5 – 6 years of relevant experience
- Self-starter and requires limited supervision
- Should be comfortable working in a team
- Should have basic understanding of the outsourcing industry and relevant terminologies and business models
- The candidate should be willing to work out of Everest Group's Gurgaon office
- Should be willing to join in a month's time