





**ERA HYDRO BIOTECH
ENERGY PRIVATE LIMITED**

Group Company- HYDRO BIOTECH SYSTEMS

 **Job Opening:** MIS Executive

 **Location:** Baner, Pune, Maharashtra

 **Company:** ERA Hydro-Biotech Energy Pvt. Ltd.

What You'll Do:

- Collect, compile, and maintain project, service, and operations data from various departments and sites.
- Prepare and share Daily / Weekly / Monthly MIS reports for management review.
- Track project progress, site status, invoicing, payments, AMC data, and operational performance.
- Maintain centralized records of clients, projects, service reports, and contracts.
- Generate dashboards, summary reports, and data analysis for decision-making.
- Coordinate with Project, Service, Sales, and Accounts teams for accurate data collection.
- Monitor pending tasks, delay, and highlight key issues to management.
- Maintain ERP / Excel data accuracy and ensure timely data updates.
- Prepare KPI, performance, and productivity reports for departments.
- Support documentation, audit requirements, and record management.
- Ensure data confidentiality, accuracy, and proper filing system.



What You Need (Must-Haves):

- Graduate in Commerce / Science / Computer / Management or related field.
 - Strong knowledge of MS Excel (formulas, pivot, VLOOKUP, basic dashboards).
 - Basic understanding of ERP / MIS / reporting systems.
 - 1–3 years' experience in MIS / Data management / Reporting role.
 - Basic understanding of project / service / operations data (preferred in water treatment industry).
 - Good analytical and numerical ability.
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Skills & Behaviours

- Strong data management and reporting skills.
 - Good analytical and logical thinking.
 - High accuracy and attention to detail.
 - Planning and time management.
 - Coordination and communication with multiple departments.
 - Problem-solving and follow-up capability.
 - Confidentiality and data discipline.
 - Self-organized and systematic working style.
 - Professional attitude and accountability.
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Apply Now

1. Reach Out Directly:

 Call or WhatsApp: 89567 19805

 Email: hr@erahbt.com