

Job Description



Operations Associate

Newage Evolution Foundation • Shobhagpura, Udaipur • Full-Time

 Location Shobhagpura, Udaipur	 Joining Immediate / ASAP	 Experience Freshers Welcome	 Type Full-Time
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About the Role

Newage Evolution Foundation is looking for a smart, driven, and detail-oriented Operations Associate to join our growing team. This is an exciting opportunity for individuals who are eager to learn, take initiative, and thrive in a dynamic, mission-driven environment. Freshers with the right attitude are highly encouraged to apply.

The Operations Associate will serve as a vital link between field activities and the office, ensuring smooth project execution, accurate documentation and timely completion of tasks. If you are a rapid learner who gets things done before deadlines — we want you.

Key Responsibilities

- Coordinate and support seamless project execution across teams and departments
- Act as the communication bridge between field activities and the office project team
- Maintain and manage data, records and project documentation with accuracy
- Prepare quotations and invoices using Canva and other relevant tools
- Track inventory levels and ensure timely replenishment and reporting
- Assist in the preparation of progress reports and operational summaries
- Ensure compliance with established processes, workflows and organisational standards
- Support in planning and execution of events and on-ground operations
- Leverage AI tools to enhance productivity, automate tasks and streamline operations
- Write engaging content and blog posts for organisational communication and outreach
- Complete all assigned tasks smartly and well before deadlines

Who We Are Looking For

We are not just looking for someone who can do the job — we want someone who genuinely wants to grow. The ideal candidate is:

- A rapid learner who picks up new tools, concepts and responsibilities quickly
- A smart worker who prioritises effectively and delivers quality outcomes efficiently
- Proactive, self-motivated and comfortable working with minimal supervision
- Adaptable to both office and field environments as needed
- Familiar with AI tools and their practical application in day-to-day operations
- Enthusiastic about content creation, documentation and operations work

Required Skills

◆ Communication Skills	◆ Coordination Ability
◆ Basic Data Management	◆ MS Office / Google Suite
◆ Documentation Skills	◆ Problem Solving
◆ Time Management	◆ Teamwork & Collaboration
◆ Attention to Detail	◆ Field Adaptability
◆ AI Application Usage & Know-How	◆ Content & Blog Writing

What We Offer

- A rich learning environment with real-world exposure across projects and operations
- Mentorship and growth opportunities within a purpose-driven foundation
- Hands-on experience across diverse functions — from documentation to field support
- A collaborative, supportive team culture that values initiative and ideas
- Opportunity to work with modern tools including AI platforms, Canva and more

How to Apply

If you are ready to hit the ground running and grow with us, send your CV along with a brief note about why you are the right fit for this role. Candidates available to join immediately will be given priority.

Mail here: hr@newageevolutionfoundation.org

Subject line: *Application — Operation Associate*