

Office Admin and HR

Designation: Office manager.

Salary:

Fresher's: 1.4 to 2.4 lac CTC includes incentives, target bonus.

“Salary for the job comprises of fixed and a variable component “.

Fixed component includes Basic as well and TA; Variable component includes incentives, target bonus, commissions.

Job Overview:

Office managers and HR is one of the most crucial positions in the office. As an office manager the candidate will be expected to ensure a continuous flow of fresher's, interns and experienced candidates looking for a job during our ramp up phase. further the manager will be looking into office infrastructure and manage it keeping it safe and functional for everyone. Further Office manager will be in charge for filling all MIS reports.

Roles and Responsibilities:

- Manage the office premises: keep it safe and functional for everyone.
- Reach out to colleges offering them internships and full time placements for their students.
- Conduct campus drives at various colleges.
- Recruit interns and full timers using free web hiring portals such and frappe, internshala, cut short.
- Assist the Campus ambassador program manager in recruiting campus ambassador interns and managing them.
- Manage the front office for the organization, meet and greet all office visitors.
- Manage the hiring process.
- Setup and organize in office meetings.
- Manage time discipline for all employees, generate official memos in case of repeated offense.

Job Requirements:

- Great communication skills with convincing ability.
- Penchant for sales.
- Good follow up skills for sales process.
- Basic counselling skills required.
- Basic computer knowledge.
- Should live in “www era”.

Other Requirements:

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.
- Innovation - Generates suggestions for improving work.

Qualifications:

MBA or PGDM or BBA or other Graduation qualifications.

- Excellent communication skills and interpersonal skills.
- good Computer knowledge and good with internet based outreach hacks.
- Great analytical skills.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Recruiting and Managing a team of remote campus ambassadors is a part of the job.

Direct report:

- COO, CEO

List by job title any positions to be supervised by the incumbent.

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| Approved & created by | kanav Sachdeva, CEO |
| Date approved | 21-4-2017 |

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| Reviewed | |
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