



TIVRR , HBW GROUP OF COMPANY

B 240 Sushant lok3 , sector 57 gurgaon

PROGRAM COORDINATOR

Purpose

Manage the Accelerators day to day operations along with the CEO Manage and organize events , interventions etc etc

Responsibilities

- Serve as the point person for office manager duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment

Schedule meetings and appointments

- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Organize office operations and procedures
- Provide general support to visitors
- Assist in the onboarding process for new Startups at the accelerator
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences and interventions

Requirements

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)



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- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Direct report

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

Approved by	kanav Sachdeva, CEO
Applied for job at	http://www.hbwgurgaon.com/index.php/careers
Reviewed	

Salary : 15-20 K PM