

## **Job description: Office Manager**

Location: Hyderabad

A reputed international manufacturer of machinery for chemical, pharmaceutical, food Life Science industry is looking out an Office Manager.

### **Responsibilities:**

#### **1. Facility Management:**

- Establishment of a warehouse.
- Warehouse maintenance and inspections including inventory.
- Coordination with customs, logistics agencies etc., if needed

#### **2. Service Engineer Management:**

- Inspection of spare/wear stock in the warehouse.
- Organizing and coordinating on Service visits, ensuring engineers spend most of their time in the field.
- Verification of proper completion of visits.
- Confirmation of signed visit reports.
- Serving as the escalation point when necessary.

#### **3. Administrative:**

- Establishing and nurturing customer relationships.

#### **4. Reviewing and approving:**

- Travel and food payments for business trips.
- Employee holiday requests.
- Employee salary approvals.
- Support on hiring new personnel, if required.

### **Qualification:**

Bachelor's degree in any stream, Master's degree will be nice to have.

### **Experience and skills:**

- 8 – 10 years of experience in office and facility management
- Excellent communication and coordination skills
- Experience in establishing a warehouse and inventory management
- Good administrative, organizational and time management skills

For more details, please reach out to [chaitra.dole@indo-german.com](mailto:chaitra.dole@indo-german.com)