



Logistics that empowers

Office Administrator



About Freight Tiger and the Opportunity

Freight Tiger has built India's largest unified freight network, which combines offline with digital to build an intelligent ecosystem for the road freight industry. This is revolutionary for a supply chain that is traditionally fragmented, offline, and time-intensive. As India aims to bring down logistics costs from over 14% to under 10% of GDP, Freight Tiger is positioned to be at the forefront of this ambitious endeavour.

Have you ever wanted to lead the success of a cutting-edge product that will change the very nature of an industry? We are looking for a top-of-class Product & Growth Marketing Lead to fuel our growth as we scale rapidly. This role is for those who like an open canvas to do their best work; we love off-the-wall ideas and are waiting to let you run with them.

Freight Tiger uses unique technology to solve operational problems for all stakeholders in the supply chain, from large-scale producers to individual drivers. It is truly neutral, which is virtually unheard of in the logistics industry. This will give you the opportunity to strategize for a vast variety of customers across a diverse range of product offerings. If you've always wanted to push your creative limits, this is the place for you.

What we need from you: deal well with ambiguity, resilience and grit, passion to market and position B2B technology products, and most importantly, lots of drive. What you'll get in return: a seat at the table at a growth-stage tech start-up with a brilliant team and massive potential.

Website: www.freighttiger.com

Email: hr@freighttiger.com

The Nitty-Gritties

Location: Mumbai

About the Role:

We are looking for an energetic Office Administrator who will be the go to person for all administrative needs of the Company. If you are a smart, well-spoken and passionate professional with strong experience in office administration and looking for a role with the right balance of challenge, learning and a dash of fun, your search stops here!

Key responsibilities:

- Provide a full spectrum of office operations for our local office and remote offices.
- Ownership and maintenance of all the company assets including laptops, chargers, internet dongles, phones, furniture etc.
- Be responsible to overlook the working of the housekeeping.
- Be responsible to manage supplies for the office - pantry, stationary, assets etc.
- Negotiate with vendors for all facilities and purchases to ensure uninterrupted supply of service in various domains.
- Ensure that the office is well equipped and ready for client meetings at any giving time.
- Facilitate Travel/Hotel bookings for all employees including CXO.
- Maintain Office documents in an organized manner – Employee related, Contract related, Engagements related.
- Organize and make necessary arrangements for events in office.
- Manage the office front desk and act as the first contact point to greet external visiting parties. Answer to board line calls and direct it to respective teams.
- Assist Accounts teams with reimbursement papers, outgoing couriers.
- Assist HR function in hiring drives in office by providing admin assistance to the candidates etc.
- Respond and resolve all employee queries within agreed SLAs.

- Handle ad hoc office support duties and projects assigned by the management.
- Taking dictation and minutes and writing them up subsequently for CEO and COO.
- Producing reports and presentations for meetings with the CEO/COO.
- Organizing meetings and acting as a point of contact between CEO/COO and the internal / external stakeholders.
- Assisting in day to day routine activities of CEO and COO.

Preferred qualifications/skills:

- 5+ years of experience in Office Administration and Management.
- Good communication skills with ability to articulate well and confidently with the Senior Management and the teams.
- Good working knowledge of Ms Office - Excel, Word, PowerPoint and Google Calendars.
- Experience in handling EA activities shall be an added advantage.
- Working knowledge of office essential equipment- printer, scanner, biometric machines etc.
- Knowledge of laptop maintenance and troubleshooting shall be an added advantage.
- Strong network of vendors for best pricing of office supplies.
- Good negotiation and interpersonal skills.
- Self-motivated with a proven track record of success & achievement.
- Clear evidence of a strong work ethic, ambition and resilience.
- Good analytical, reasoning and problem-solving skills required.
- Be flexible and able to work in a fast-paced, dynamic environment.
- Be fast, efficient and able to juggle multiple assignments.

We offer a competitive salary, equity, and a quality health insurance plan.