

Organisation Brief

DesignBoxed is a campaign management company with stellar experience in the political domain and international line of business. Our company has a consolidated presence, both in the offline and online spheres. With a strength of 300 plus well-trained and experienced individuals, working in various capacities, we lead the space with our professionalism and commitment, as is evident from an immaculate track record.

Our integrated services across various verticals include giving one-stop solutions to all our clients in the domain of campaign management.

Job Title – Office Manager	Department – Corporate
Location – Bengaluru, Karnataka	Reporting To - Director
Employment Type - Full Time	Qualification- Bachelors/Masters in Relevant field

You must support company operations by maintaining the office systems and supervising staff. The Operations Manager will be responsible for accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the Managing Director and other miscellaneous tasks.

You will report to the Managing Director and serve as a member of the Management Team along with shouldering the primary responsibility of ensuring organisational effectiveness by providing leadership for the organisation's financial functions.

Working with the management team, the position also contributes to the development and implementation of organisational strategies, policies and practices. This position will also interact with the Board of Directors.

Responsibilities and Duties

- Maintains office services by organising office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees to tasks; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarising information; identifying trends.

- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Improve the operational systems, processes and policies in support of the organization's mission -- specifically, support better management reporting, information flow and management, business process, and organisational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Executive Director.
- Development of individual program budgets
- Invoicing to funding sources, including calculation of completed units of service.
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of cheques for agency expenses.
- Organisation of fiscal documents.
- Regular meetings with the Executive Director around fiscal planning.

Qualifications

- 6+ years of management experience
 - A bachelor's degree or equivalent in a related field.
 - Work experience of a minimum of 3 to 5 years as an Office Manager, Front Office Manager, or Administrative Assistant.
 - At least 1 year of HR administration experience preferred.
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