



India International Depository IFSC Limited

Experience – Minimum 7 years	Education – Any graduate/ Postgraduate
Designation – Assistant Manager/Deputy Manager/Manager (As per relevant experience)	Department – Administration
Employment – Permanent	Location – Gandhinagar, Gift-City

Skills:

1. Proven experience in an administrative or office management role
2. Strong communication skills, including written, verbal, and presentation abilities
3. Strong analytical skills, attention to detail, and the ability to work independently
4. Basic knowledge of facility, premise and office management
5. Knowledge of SEZ/ IFSC operations, documentation, and regulatory processes is an added advantage

Responsibilities:

1. Lead new office setup and expansion projects, including coordination with interior designers, project vendors, and contractors
2. Oversee site work including layout supervision, electrical systems, fire safety, furniture installations, and general premise management
3. Coordinate and support SEZ or regulatory admin-related compliance processes
4. Vendor management: quotations, negotiations, approvals, PO initiation, and invoice processing
5. Coordinate and execute events, team gatherings, and employee engagement activities
6. Oversee travel desk operations and office management activities to ensure smooth daily functioning
7. Manage and supervise housekeeping, security staff, and third-party vendor teams on a day-to-day basis
8. Prepare, review, and edit confidential reports, presentations, and internal/external correspondence
9. Prepare and maintain financial documentation such as budgets, provisions, asset tagging, and record keeping
10. Design basic-level posters or visual content for LinkedIn or internal communications using design tools (e.g., Canva, PowerPoint, etc.)

Compensation: As per industry standards