

Assistant Manager

Noida Sector 62 | Full-Time | 2–5 Years Experience

We are looking for a responsible and proactive Assistant Manager to support daily business operations, team coordination, and process management. The ideal candidate should possess strong leadership, communication, and organizational skills with the ability to handle multiple responsibilities efficiently.

Key Responsibilities

- Assist management in daily operational activities and team supervision.
- Coordinate with different departments to ensure smooth workflow.
- Monitor team performance and provide regular updates to senior management.
- Handle client/vendor coordination and maintain professional relationships.
- Prepare reports, presentations, and operational data using MS Excel.
- Ensure timely completion of assigned tasks and projects.
- Support recruitment, training, and employee engagement activities when required.
- Resolve operational issues and provide effective solutions.

Required Skills

- Excellent communication and interpersonal skills.
- Strong knowledge of MS Excel and reporting.
- Good leadership and team management abilities.
- Ability to multitask and work under pressure.
- Strong problem-solving and decision-making skills.
- Professional and positive attitude.

Qualification

- Graduate/Postgraduate in any discipline.

- Prior experience in operations, management, or team handling preferred.

Preferred Qualities

- Strong organizational and coordination skills.

- Ability to work independently and lead a team effectively.

- Detail-oriented with excellent time management abilities.