

Designation : Administrative Manager  
Location : Gurgaon  
Salary Package : 1.4 - 2.0 L  
Experience : Hospitality Experience Preferred  
Requirement : Immediate  
Contact : sarthak@altfspaces.com

### **About AltF**

AltF Spaces is one of the most fastest growing company in Co-working office space industry. A coworking space is a place where multiple startups and small businesses rent shared office space, resources and services to save time and money. AltF has 7 coworking spaces in Delhi NCR in just 1 year and is aiming 15 more in the coming year.

### **What we need :**

We are looking for a a person who likes to handle office operations and administration, who has good property management skills and also, who can communicate well with the client visiting the property. In our case, clients will be young and enthusiast startups and small businesses.

### **Your Role:**

You will be responsible for end to end office operations at one of the coworking office space of AltF. You will be expected to manage good relations with the housekeeping and vendors responsible for smooth operations at the office space. You will also be handling clients visiting the space, maintaining the visitor's list and maintaining good relation with the client. Any issues faced by the client in the office will be your responsibility.

*You will working directly under the CEO of the company and would be one of the first few employees of the company.*