

Designation : Operations / Community Manager

Location : Gurgaon

Salary Package : 3-5 LPA

Experience : Minimum 1 year

Industry: Hotel Management

Requirement : Immediate

Contact : sarthak@altfspaces.com

Website: [www.altfspaces.com](http://www.altfspaces.com)

## About AltF

AltF Spaces is one of the 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 Spaces presently provides office spaces for over 60 SMBs in Delhi NCR. Our company is known to deliver serviced and managed offices for startups and SMBs with team size of 1-100 members.

We have been covered by [Yourstory](#), [LBB](#), Iamwire, Inc42 and many other news and media areas for doing amazingly well in the past 1 year.

## Role Summary

This role manages the Co-working Community by managing day-to-day operations of AltF coworking office spaces, driving growth in membership, facilitating relationships between members of the community, hiring and supervising different Property Managers as needed, and providing administrative support to the property owner.

With a focus on service and community development, the role will create an inviting atmosphere for all coworkers and welcome new clients as the very friendly face of our community!

You would be working directly with Co-Founders of the Company and going ahead would be leading a team with many members.

## Principal Duties & Responsibilities:

- Running day-to-day operations of the business and driving expense optimization
- Manages day-to-day business, which includes
- Ordering supplies & maintaining inventory
- Maintains the business technology, including
  - Monitoring Internet service and calling for service if needed
  - Maintains memberships in the members database
  - Oversees scheduling of conference rooms and training events
  - Available to be "on-call" as the primary contact for the business 24/7
  - Other duties or administrative support are requested

## General Preferences:

- Maintains a strong commitment to the purpose and values of the Coworking Community: creating positive change within a neighborhood and providing a positive atmosphere for members
- Maintains a learning posture, a cheerful disposition, good interpersonal communication skills
- Sales experience is preferred
- Maintains a commitment to excellence and customer service orientation.
- Maintains absolute discretion in matters of confidentiality
- Enjoys people and facilitating relationships
- Enjoys arranging and organizing details
- Basic to intermediate proficiency in database systems, including data entry, data manipulation, building queries, and report generation
- Proven proficiency in common computer software, including competency in Word/Pages, Excel, and web-based content management systems like Google Drive
- Availability to work outside normal business hours if necessary; the Coworking Community is a 24/7 accessible environment
- Bachelor degree or equivalent preferred
- A background check is required