

JOB DESCRIPTION – OFFICE COORDINATOR



CENTUM-ADENEEO ENGINEERING SERVICES Business unit of Centum Electronics Group offers a wide range of electronic and embedded systems design engineering services to international customers to help them realize complex products and sub systems. It includes design, development, qualification, value engineering and many more. More information about the group can be found [here](#). Centum-Adeneo has established India Design Center in Bengaluru. This is an early stage operation now, expected to grow to about 100 people by December 2018.

Job Title	Office Coordinator	Department/Group	HR Operations
Position Code	-	Location	Yelahanka New Town, Bengaluru
Requisition No.	-	Travel required	Minimum to none
Job Category	Administration	Salary range (Annual CtC)	4.8 – 6.0 Lakhs
Job Level	-	Reporting to	HR Ops Manager
Position Type	Full-time	Expect to join by	06-Oct-2017
Role purpose and scope	This position provides efficient and effective administrative, facilities and secretarial support to the leaders & team. This role is expected to contribute significantly for enhancing employee productivity and maintaining morale.		
Performance Areas	<p>Coordinating and liaising with service providers and Corporate Group team to maintain office facilities, equipment, employee services/welfare.</p> <p>Supporting the recruiting and onboarding of team members—scheduling interviews coordinating with service providers and candidates, supporting selected candidates for joining and induction into the team smoothly.</p> <p>Coordinating and facilitating meetings with headquarters team members in France and other parts of the world.</p> <p>Facilitating domestic and international travel arrangements.</p> <p>Facilitating purchasing process in terms of tracking status and alerting.</p> <p>Provide support with French Language & culture skills for the team.</p>		
Essential Skills / Personality	<p>Service-orientation: Willingness and creativity to be of service to the team for administrative and office management tasks; be a good host for the visitors to the Design Center.</p> <p>Communication Skills: Extrovert; English and French.</p> <p>People/Interpersonal Skills: Ability to establish good relationship with colleagues and get things done.</p> <p>Organizational Skills: Capable of scheduling meetings/candidate interviews, travel plans, interfacing with internal and external service providers, organizing small events for the team etc. Expected to work independently with no follow up to complete tasks.</p> <p>Computer Skills: Proficient with Office productivity software (Microsoft Office tools, website administration etc.) with aptitude to learn new software tools.</p> <p>Confidentiality: Be sensitive to organizational information and maintain strict confidentiality and integrity.</p>		
Special Requirements	Proficiency with French Language and culture		
Desirable	Living closer to Jakkur Aerodrome Area (North Bangalore or Yelahanka)		
Minimum Qualification	Bachelor's Degree level.		
Job Experience	3-5 years, in similar role		
Career progression	Commercial, HR or Administrative leadership role		
To Apply	Send your resume by email to: agnellaj@centumelectronics.com		