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|  | Assistant Operations Manager Required at Kolkata OfficeLabkafe | Orientallabs Retail Services Private LimitedVacancy Date: 21st May 2022 |

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| Location(HQ): Chinar Park, Kolkata | Salary: INR 20,000 to 25,000/month |
| Industry: Education, High-tech | Functional Area: Operations |

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| About Labkafe |
| Labkafe is India’s most prominent manufacturer of laboratory instruments and furniture. We cater to schools, colleges, research institutes, government agencies, and private firms alike. Our footprint lingers in several prestigious institutes like DRDO, IIT’s, Army Schools etc. Founded in 2015 by NIT alumni, the dream of Labkafe is to bring affordable practical education to every child in India ‒ and abroad if possible too! |

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| Responsibilities of an Assistant Operations Manager at Labkafe  |
| * Assisting the operations manager on all of the following:
* Handling various day-to-day lab/office furniture manufacturer-side operations
* Managing and handling vendors and suppliers like supplies and bills
* Preparing and generating various types of documentation like purchase orders, invoices, etc.
* Keeping track of all incoming bills (ops-wise) and directing them to relevant personnel.
* Managing furniture and equipment installation operations by coordinating through site-in-charges and engineers.
* Logistics supervision with loading and unloading operations support.
* Inventory management and taking care of the godown content.
* Handling MIS activities with daily report generation and status reports on various orders, quotes and projects.
* Coordinating with sales team and design team for quotations and specs documents.
* Keeping a thorough understanding of the most important products and basic knowledge of all products of the company.
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| Pertinent Skill/Xp Set |
| * Highly skilled in management and leadership ‒ think on your feet and coordinate.
* Sharp business management and project management skills.
* Great multitasking and time management skills.
* Able to keep cool under pressure and handle terminal situations with intelligence.
* Efficient team handling ability with an understanding of proper human resource allocation.
* Good sense of workplace and field safety.
* Good experience in operations and execution handling.
* Must have handled a team of at least 5 in the past.
* Should have experience in some kind of MIS software before.
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| Desired Soft Skills |
| * Excellent communication skills in English and Hindi.
* Very good with most office software (ms-office, google docs, pdf, mail, browser).
* Outstanding organizational skills ‒ personally very neat as well.
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| Experience Required | 4-5 years; freshers need not apply |

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| Work Schedule | Mon-Sat 10 AM to 7 PM, traveling possible |

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| Work Location | PS Aviator Building, Chinar Park, Kolkata |

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| Message from the Company |
| Please note that we are only looking for serious candidates who would be committed to a long-term relationship with Labkafe. Do not apply if for some frivolous reason like just looking for a hike or just having a job between other activities. Labkafe will only hire a committed individual capable of investing a 100% of his/her efforts in the company; and we shall reward with rich benefits. Here at Labkafe, we not only just sell lab stuff ‒ we are also making history. As a direct result of our efforts today, children of our nation tomorrow are going to have a better technical skillset, which will in turn improve the nation’s economy hugely. Come, be a part of that decades-spanning dream! Join hands with the definitive success that is Labkafe. |