



Job Description

Company	Ashar Group
Position Title	Assistant Manager
Department	Administration
Openings	1
Location	Thane

About Ashar

“You don’t just build a development; you build a reputation.” – Ajay Ashar, CMD, Ashar Group

Since its inception in 2001, Ashar Group has believed that there is only one mantra for success: execution and quality. This principle, when combined with uncompromising values, customer-centric attitude, robust engineering, and transparency in business operations, has placed Ashar among the most preferred real estate brands in both residential and commercial segments.

We have successfully delivered over 4 million sqft. of real estate across various verticals including residential, commercial, educational, IT parks and infrastructure developments. Ashar Group currently has over 2.45 million sqft. under development across the Mumbai Metropolitan region (MMR) in Bandra, Thane, Mulund and Nasik along with upcoming projects that include a township project in Dombivali, a super-luxurious bungalow scheme at Lonavala and a few more projects in Pali Hill, Ghatkopar, Thane and Khardi among others.

About the Team

As we aim to take on new initiatives and grow 10x -- it is imperative to remember our roots, reflect on the past, drive forward with purpose and serve our customers with excellence. In doing so, we believe that human capital is our biggest asset, and we want to invest in a strong accounts team that can match our ambitions and build on the existing organizational capabilities.

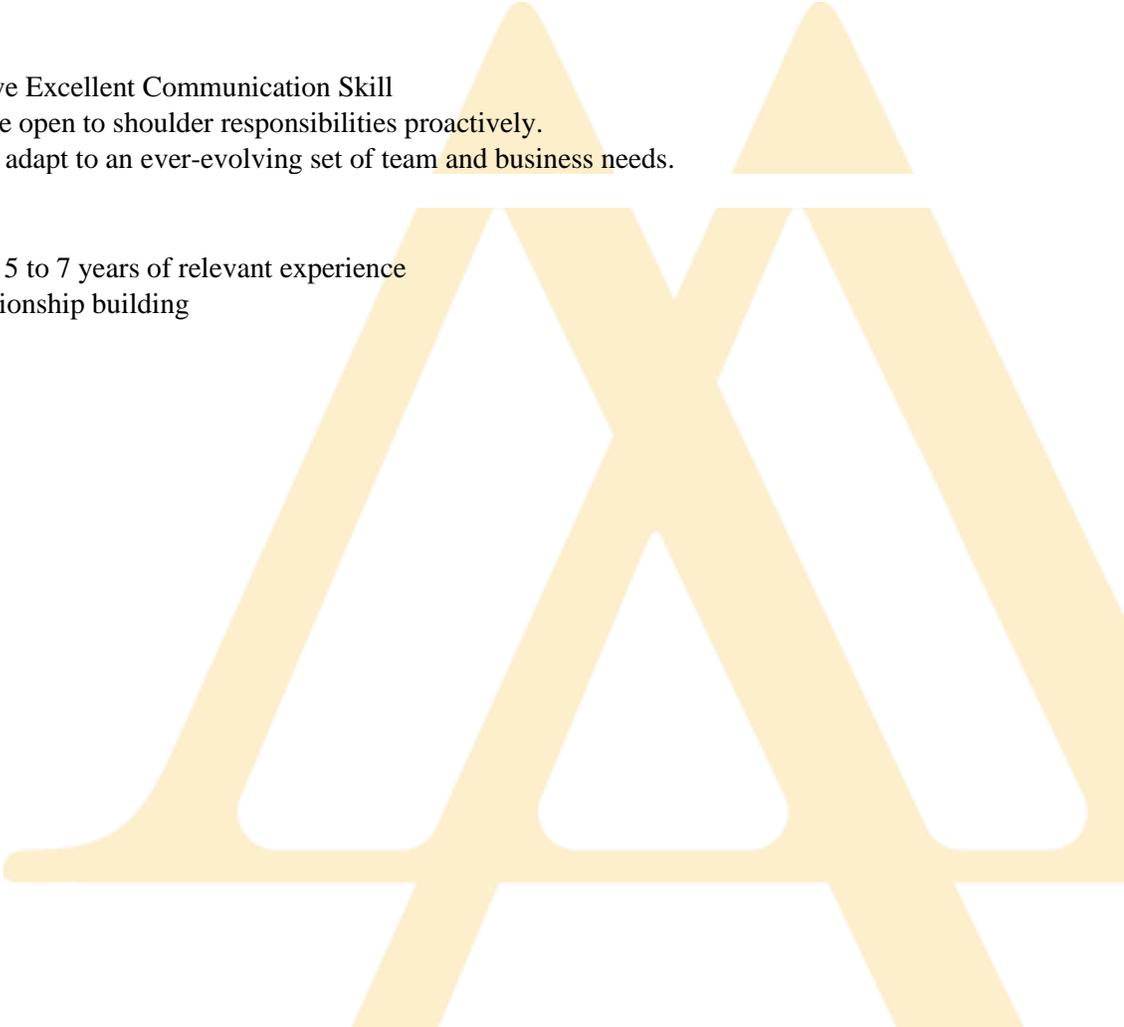
Job Requirements

- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Approving the material received, preparing GRN and PO for bill entry
- Ensure payment of all utilities are paid before the due date
- Control Management of all utilities at HO & Site
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Contribute to team effort by accomplishing related results as needed
- Handle sensitive information in a confidential manner
- Coordinate office procedures
- Reply to email, telephone, or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Oversee and supervise the work of junior staff
- Coordinate repairs to office equipment
- Ensure all new joiner requirement in the scope of admin is arranged in advance.

Key Skills

- Candidate must have Excellent Communication Skill
- Candidate should be open to shoulder responsibilities proactively.
- Willing and able to adapt to an ever-evolving set of team and business needs.

Job Requirements

- Any Graduate with 5 to 7 years of relevant experience
 - Multi-tasking, relationship building
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Why Ashar?

- Ability to grow and build expertise in a company committed to showcasing results and driving innovation.
- Opportunity to learn from, interact with and influence decision made by senior management and key industry professionals.
- Tremendous exposure in tasks from township projects to ultra-premium properties in a diverse geography
- Intellectual stimulation by constantly dealing with different challenges where no one day is the same.
- Competitive compensation
- Meritocratic environment