

Job Description

Role: Asst. Manager Operations

Company Profile:

SmartOwner is a pioneering company that has created a platform that enables consumers to access high-value assets in their investment portfolios. SmartOwner offers a technological platform and online portal with intelligent workflow engine, state of the art CRM and high fidelity pricing models that enable the users to access the highest quality assets with complete transparency, price accuracy enabling the highest ROI in the industry.

Job Profile:

An Assistant Operations manager is required to coordinate with various departments within our company to ensure that there is a seamless flow of tasks to accomplish the projects goals within the given timelines. This position would be responsible for strategizing, monitoring and improving the systems and processes used in the operations department.

Key Duties and Responsibilities:

- Sending out application form, empanelment forms and other documents to clients and partners
- Tracking and collecting these documents through executives
- Ensuring that there is accurate database upload of documents, and entry of data
- Coordinate with the Finance, IT and other departments to ensure that the work flow is smooth and the investment documents are processed accordingly

SmartOwner Services India Pvt Ltd

Worldwide Headquarters

Delta Block, 8th Floor
Sigma Tech Park,
Whitefield – Varthur Road,
Bangalore 560 066

Chennai (Madras)

Ground Floor, Alpha Block
Raheja Towers, 177 Mount Road
Chennai 600 022

London

16 Blythwood Road
Pinner, Middlesex HA5 3QG

Desired Skills:

- Excellent communication skills both verbal and written
- Excellent computer skills and proficient in Excel, Word, Outlook, and Access
- Proactive working style and commitment to get the job done
- Ability to multitask
- Judgment and decision making skills
- An eye for detail ensuring accuracy of the job
- Time management and coordination skills

Desired Qualifications and Experience:

- Graduate in any discipline from a reputed college or university
- Minimum 3 years of experience in the domain of operations
- Fluent in English and Kannada

Compensation and Benefits:

- According to the HR discussions and interview performance

SmartOwner Services India Pvt Ltd**Worldwide Headquarters**

Delta Block, 8th Floor
Sigma Tech Park,
Whitefield – Varthur Road,
Bangalore 560 066

Chennai (Madras)

Ground Floor, Alpha Block
Raheja Towers, 177 Mount Road
Chennai 600 022

London

16 Blythwood Road
Pinner, Middlesex HA5 3QG