

## **Sr Manager/Manager Operations**

**JOB TYPE: Full-time LOCATION: Bangalore, India**

### **OVERVIEW**

The Operations Manager will play a pivotal role in streamlining and overseeing the internal processes of organisation. With a strong emphasis on Travel, IT, Facilities, and Events, the ideal candidate will ensure that the company runs smoothly, efficiently, and in compliance with industry standards.

They will be responsible for optimizing operational processes, implementing best practices, and ensuring that the needs of the employees and the business are always met.

### **WHAT WILL YOU DO**

#### **Travel Management:**

Coordinate and manage all aspects of corporate travel, including international travel.

Negotiate contracts with travel agencies, airlines, and hotel chains to ensure cost-effectiveness.

Set and enforce travel policies and guidelines.

Ensure traveler safety and security through robust processes and communication mechanisms.

#### **IT Operations:**

Collaborate with IT teams to ensure that the infrastructure and systems meet the company's needs and are up-to-date.

Oversee the deployment, monitoring, and maintenance of IT systems.

Assist in the formulation of IT strategies to support the organizational goals.

Ensure timely resolution of IT issues by coordinating with relevant departments.

#### **Facilities Management:**

Oversee the maintenance, cleanliness, and security of company facilities.

Coordinate with vendors and contractors for repairs, renovations, and facility upgrades.  
Implement and review facilities management protocols to ensure the safety and comfort of all employees.  
Manage and allocate office spaces and resources effectively.

#### Events Coordination:

Oversee the planning, organization, and execution of all company events, both internal and external.

Coordinate with relevant teams and vendors to ensure the success of the events.

Manage event budgets and ensure cost-effectiveness.

Ensure compliance with all health and safety standards during events.

#### WHO ARE WE LOOKING FOR

Bachelor's degree in Business Administration, Operations Management, or a related field.

Master's degree is a plus.

5-7 years of experience in operations management with a proven track record in Travel, IT, Facilities, and Events.

Strong project management skills.

Exceptional communication and interpersonal skills.

Ability to work under pressure and manage multiple projects simultaneously.

Familiarity with the latest trends and best practices in operations management.

Proven ability to lead and manage a team.

Proficiency in relevant software tools, including MS Office, project management software, and any industry-specific applications.

#### **How to Apply**

Interested candidates can mail their detailed resume at [contact@peopable.co.in](mailto:contact@peopable.co.in) (Please mention the position name in Subject).