

About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin-the Indian Subcontinent--as a legitimate contributor to the global specialty coffee and craft baking movements. Only raw materials enter Subko's roastery: all of the coffee and bakehouse products are crafted from scratch, in house. From crop to cup, bean to bar, and farm to table. We aim to provide a detailed, high quality coffee and bake experience to all our guests.

About the Role:

We are looking for an Strategy Associate and Administrator to perform a variety of administrative tasks and support our company's senior-level managers.

Executive Assistant's responsibilities include managing calendars, making travel arrangements. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to the founder

You'll also have the chance to communicate with various departments within the company, as well as external stakeholders, on behalf of the Founder.

Roles & Responsibilities:

- Working closely with the Senior Management & Founder
- Handling Emails, phone calls and other communication for the Founder.
- Researching and booking transportation and accommodation for any necessary travel.
- Assist with data entry and file management.
- Receiving and delivering messages and information to relevant parties.
- Managing the Founder's calendar, including arranging meetings, appointments and other relevant events.
- Filing and tracking any needed expenses, receipts or invoices.
- Prioritising and resolving any scheduling conflicts.
- Attending meetings or networking events as needed.
- Implementing time-saving strategies where possible.



Requirements:

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

Perks of joining our team: You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 250+.in a span of 3 years.

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

Apart from that some benefits include:

- Mediclaim
- Travel allowance
- Lunch facilities
- Employee discount available at our outlets
- Provident Fund

You can get in touch with us at:

Email id: - whatsyourspecialty@subko.coffee

Contact Number :- +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)