



## Job Description – Office Manager

**Are you curious to work with the sharpest of minds in a fast-paced work environment? If so, this is an opportunity you'll want to know more about.**

In today's complex business environment, an organization's adaptability, agility, and ability to manage constant change through innovation can be keys to success. We are looking for talented individuals who love to support the organization function efficiently and make the happiness of all team members their own problem.

### **About Key Venture**

Key Venture is an Investment Bank. We help early and growth stage startups in M&A and raising capital through VCs, PE, HNIs, Family Offices and Strategic Investors.

### **Job Description:**

We are seeking under graduates with soft skills and multi-tasking abilities to support the business team.

<b>Duration</b>	Full Time / Part Time
<b>Designation</b>	Office Manager
<b>Education</b>	Under graduates or Graduates in any field
<b>Experience</b>	Not necessary
<b>Application Deadline</b>	15 days from job posting
<b>Location</b>	Mumbai (H.O.)
<b>Mode of Working</b>	Work from office
<b>Remuneration</b>	INR 5,000 to 10,000/- per month

### **Key Responsibilities:**

- **Data Management** - Type documents, drafts, and reports; sort and manage files
- Respond to web correspondence, social media posts, and emails
- Research and gather documentation on company position in industry
- Assisting in company's other operations

### **Skills Required:**

- **Education:** 12<sup>th</sup> pass / Diploma / B.Com. / BBA
- Strong written and verbal communication skills
- **Entrepreneurial aptitude** – Proactive and self-motivated individual with good analytical skills and ability to multi task
- Ability to work in a fast-paced demanding environment with orientation to detail and obsession for quality
- Meeting regular deadlines while achieving overall team goals and objectives.

Interested candidates can mail their CVs to [career@keyventure.in](mailto:career@keyventure.in) and fill the form at <https://forms.gle/3ynMzPaTE2ogCqxw9>