Job Role–
(Human Resources Administration)

About Elecbits

Elecbits is a tech-enabled B2B platform that helps Electronics Enterprises to go from an idea to a shelf ready, commercial Electronics Product. We cover the end-to-end intricacies involved in the Electronics product development & manufacturing cycle using 25+ micro-services on our platform.

We are proud to have worked with more than 100 eminent enterprises, digitizing their product development and manufacturing lifecycle. Some notable names are Ola Electric, Urban Company, Maruti Suzuki, Bosch, V-guard, Luminous, Phone pe, Escorts Kubota, Napino, etc. We are the largest B2B Electronics development and manufacturing platform of its kind, having more than 3000 global Electronics manufacturers and suppliers on our platform.

Key Responsibilities

Office & Facility Management:

Oversee daily office operations, ensuring the workplace is clean, well-maintained, and functioning smoothly across all departments.

Vendor Coordination:

Manage vendor relationships for housekeeping, security, IT support, courier services, and maintenance contractors, ensuring timely service delivery and issue resolution.

Inventory & Asset Management:

Monitor and maintain stock levels for office supplies, stationery, and pantry items; manage asset allocation, tracking, and documentation for employees.

Front Desk & Visitor Handling:

Support reception operations by managing visitor entries, access cards, and employee movement logs to maintain security and smooth front-office functioning.

Administrative Documentation:

Maintain updated records for admin-related files, vendor agreements, AMC documents, invoices, compliance certificates, and asset logs.

Travel & Logistics Coordination:

Coordinate travel arrangements including transportation, hotel bookings, and meeting logistics for employees when required.

Event & Meeting Support:

Assist in organizing office events, celebrations, and meetings by arranging venues, materials, refreshments, and required equipment.

Office Maintenance & Repair Management:

Coordinate with internal teams and external vendors for timely office repairs, maintenance activities, and facility upgrades.

Admin Reporting & Tracking:

Maintain admin trackers, expense logs, and facility reports to ensure transparency, data accuracy, and smooth administrative planning.

Process Improvement:

Support in identifying and improving administrative processes to enhance operational efficiency and employee experience.

Why Join Us?

Work hard, party harder:

Our mantra balances dedication and celebration.

No self–imposed limits:

We encourage you to push your boundaries and reach your full potential.

Energized environment:

Our company's energy fuels growth and self-improvement.

Good vibes only:

We foster a positive and supportive atmosphere for all.

Preferred Skills-:

- Master's degree in any discipline (preferred: MBA, BBA, B.Com, or related field).
- 3–4 years of hands-on experience in office administration.
- Strong communication and coordination skills.
- Excellent interpersonal, time management, and organizational skills.
- Proactive, team-oriented, and detail-focused approach.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to multitask, prioritize, and handle confidential information professionally.

Job Type	City	Cost to Company
Full-Time	Bengaluru, Karnataka	Negotiable

How to apply?

Please mail your resume at _careers@elecbits.in_ in the following format.

Mail Subject: {{name}} – Application for {HR Admin}

Also, add the following details while mailing

Total work experience as a {Profile Name}
(in years/months)

_____

Current CTC

_____

Date of joining

_____

Attach your latest resume

Be a part of our team that works toward Exponential growth-:

We are looking for immediate joiners with a maximum notice period of 1 month.

This would be an in-office role for our Gurugram branch.