Ananya Finance for Inclusive Growth Pvt Ltd Location: Head Office, Ahmedabad

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| Title | Front Desk Executive |
| Reports Directly To | Admin Manager |

Background

Ananya Finance for Inclusive Growth Pvt. Ltd. (www.ananyafinance.com) is an NBFC set up by Friends of Women’s World Banking – India (FWWB) in 2009, with the objective of reaching out to a large section of microfinance institutions (MFIs) and grass root entities. Ananya is one of the responsible NBFCs in India with the commitment to serve socially motivated bottom-line enterprises. It is also one of the few wholesale lenders that specializes in combining credit support with technical assistance to Microfinance Institutions, Agribusiness entities & SMEs.

Roles & Responsibilities

* Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
* Greet and [welcome guests](https://resources.workable.com/guest-relations-officer-job-description)
* Addressing questions and address complaints
* Answer all incoming calls and redirect them or keep messages
* Receive letters, packages etc. and distribute them
* Prepare outgoing mail by drafting correspondence, securing parcels etc.
* Check, sort and forward emails
* Monitor office supplies and place orders when necessary
* Keep updated records and files like employee extension list, birthdays, Insurance etc.
* Procure quotations and make arrangement for employee ID card, visiting cards, bank forms & sim card
* Make arrangements for travel & accommodation of staff members
* Monitor the office cleanness and supervise the house keeping staff Qualification and other skills requirements
* Graduate in any disciple with minimum 2 years of experience
* Excellent written and oral communication skills
* Languages known: English, Hindi & Gujarati
* Excellent knowledge of MS office
* Ability to work under pressure and against tight timelines

Person Specification

* High levels of enthusiasm, self-motivation and a self-managing ‘can do’ attitude
* High levels of determination and willingness to take on new challenges and responsibilities
* Collaborative and supportive attitude in a team
* Effective problem-solving skills
* Proven ability to build strong and lasting relationships with a range of external/internal stakeholders and influence and negotiate with external/internal stakeholders to achieve positive outcomes
* Excellent coordination, multitasking and organizational skills
* Enjoy using own initiative and being creative
* Effective team player
* Willing to carry out any additional work, challenges and responsibilities relevant to the role

Eligibility

Ananya promotes gender diversity and would prefer applications from relevant applicants who embrace gender diversity. Qualified women candidates are encouraged to apply.

Compensation offered

The gross remuneration budgeted for this position is attractive. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

How to apply

If your profile is in alignment with our requirement, please share your information or resume by sending an email on [careers@ananyafinance.com.](mailto:careers@ananyafinance.com) Only the shortlisted candidates will be contacted.