

**ERGODE IT SERVICES PVT. LTD**

1.	Employment Type (Regular/ Contractual/ Part Time)	Regular
2.	* Name of the post:	Head
3.	* Job Function:	Administration
3.	* Additional Job Information:	<p><b>About Us:</b></p> <p>Founded in 2007, E-commerce Company, Ergode with a global reach of more than 120 countries and over 100 marketplaces. We have catered to over 5 million customers worldwide in a short amount of time. Currently, we have 21 curated websites that bring to our customers. We are a Houston, Texas based corporation and have been in the business for almost 15 years. We have a dedicated and strong team of 650+ associates and we are continuously adding new people to our team. Ergode is consistently ranked among the top online shopping destinations as we have been rated as the Top 30 Sellers on Amazon, and Top 5 in Walmart, and have also managed to achieve the number 1 ranking on eBay.</p> <p><b>Our Businesses</b>   AMI VENTURES INC.   VIR VENTURES INC.   BOSON TECHNOLOGIES.</p> <p><b>Our Brands</b>   MALCO MODES   BELLA SOUS   RED CUP LIVINGS   KEEBLE OUTLETS   STORE INDYA   VIZARI SPORTS   SHALIN INDIA   WRISTY BUDDY I BOLABALL I US TECH I HERBAL CONCEPTS   MORNING STAR   YARDLIO   KOZI   CLEAN BOTTLE  </p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Manage a team of administrators, providing guidance, training, and support.</li><li>• Assign tasks and projects, track progress, and</li></ul>

		<p>ensure that deadlines are met.</p> <ul style="list-style-type: none"> <li>• Cultivate a collaborative and motivated team culture.</li> <li>• Oversee and improve administrative processes, including document management, record-keeping, and office supplies inventory.</li> <li>• Develop and implement efficient workflows to streamline administrative tasks.</li> <li>• Ensure strict compliance with company policies and procedures.</li> <li>• Maintain a clean and organized office environment, ensuring it is well-equipped and conducive for staff.</li> <li>• Manage office facilities, including maintenance, security, and equipment.</li> <li>• Collaborate with vendors and suppliers to maintain a smooth supply chain.</li> <li>• Serve as a liaison between the administrative department and other organizational departments.</li> <li>• Facilitate effective communication and coordination among team members and other staff.</li> <li>• Handle inquiries and requests from employees and external stakeholders.</li> <li>• Assist in the development and management of the administrative department's budget.</li> <li>• Monitor expenditures and seek cost-effective solutions.</li> <li>• Ensure budgetary compliance and report financial status as required.</li> </ul>
	(i) Technical/ Must have skills	<ul style="list-style-type: none"> <li>• Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace).</li> <li>• Familiarity with document management and record-keeping systems.</li> <li>• Experience in facility and vendor management.</li> <li>• Knowledge of budgeting and financial software.</li> <li>• Understanding of relevant laws and regulations.</li> </ul>
	(ii) Soft Skills	<ul style="list-style-type: none"> <li>• Exceptional leadership and team-building capabilities.</li> <li>• Strong communication and negotiation skills.</li> <li>• Adaptability and the ability to handle complex situations.</li> <li>• Attention to detail and accuracy in work.</li> <li>• Excellent time management and prioritization.</li> <li>• Problem-solving and decision-making acumen.</li> </ul>
4.	* No. of Vacancies (in figures):	1
5.	* Level/ Post:	Head of the Department
6.	* Qualification required: Essential/ Desired	Any Bachelors degree

7.	* Work experience required (in years):	4 +
8.	* Age range (in years):	Below 45 Years
9.	* Location of Job:	Mumbai
10.	* Salary range per month (Approx CTC):	50,000 PM - 1lacs PM ( depends on the years of experience)
11.	* Additional Benefits offered:	Please go through the below link for Employee Value Propositions - <a href="https://bit.ly/3EVJCuf">https://bit.ly/3EVJCuf</a>
12.	Aligned courses (Full time/ Part Time)/ Certifications	-
13.	Travel Requirements	Applicable as per job role
Last date to received names from RSB/ZSB		14 Nov 23
<p><b>Note 1:</b> All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to <a href="mailto:dgrddemp@desw.gov.in">dgrddemp@desw.gov.in</a>) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</p> <p><b>Note 2:</b> PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</p>		

**I/ We undertake to intimate the outcome of the sponsorship on selection of the Ex-Servicemen (ESM) for the above said post to DGR within seven days of person joining the job.**

Stamp:

**SHIVENDRA  
PRATAP SINGH** Digitally signed by  
SHIVENDRA PRATAP SINGH  
Date: 2023.10.31 12:07:37  
+05'30'  
Signing Authority

Mumbai & 1<sup>st</sup> Nov. 2023  
Place & Date:

\* Mandatory fields

Email the above to [dgrddemp@desw.gov.in](mailto:dgrddemp@desw.gov.in) for requirement of ESM (Officers & JCOs/OR).