



# GRAMPOWER

Gram Power (India) Pvt. Ltd.  
Ph: +91-141-2358178  
Email: [info@grampower.com](mailto:info@grampower.com)  
Website: [www.grampower.com](http://www.grampower.com)

<b>Job Title</b>	Admin Manager
<b>Department</b>	Admin
<b>Location</b>	Jaipur
<b>Experience Desired</b>	5+ Years
<b>Education Background</b>	Bachelors in any relevant field
<b>About Gram Power</b>	<p>Founded in California in 2010, Gram Power is an energy technology company that has developed and patented the industry's lowest cost and most advanced smart electricity meter. The company is venture funded by investors in the US and Switzerland, and with a 100+ person team is the fastest growing smart metering company in the country.</p> <p>With our technology and business solution, we have eliminated power theft and radically reduced losses for various Utilities in India. Within the next decade, we are digitizing the power distribution infrastructure in India to make energy affordable, accessible and intelligent!</p>
<b>Why is Gram Power a great place to work in</b>	<ul style="list-style-type: none"><li>- You will work in a hierarchy free environment</li><li>- Your work will be very visible, which can promote rapid career growth in our HR or Operations teams</li><li>- You will have a great deal of autonomy in your work</li><li>- You will be working with a very diverse team from across India and with a wide variety of skill sets</li><li>- Your work will contribute towards the company's core objective of bringing affordable power to all</li></ul>
<b>What are the core skills needed to succeed in this role</b>	<ul style="list-style-type: none"><li>- Strong corporate communication skills</li><li>- Adept at using the internet to find optimum travel deals and negotiate corporate travel rates</li><li>- Past experience of using MS Excel, Google App Suite</li><li>- Experience of using any online project management or activity management tools</li><li>- Past experience of carrying out admin activities in an office setting</li></ul>

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**Registered Office:** E-418, Road No.14, VKIA, Jaipur - 302013



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<b>What activities are under the purview of this position</b>	<ul style="list-style-type: none"><li>- Manage all admin related activities including travels, housekeeping, local purchases, and day to day activities for smooth office operations</li><li>- Manage logistics for material movement</li><li>- Maintain attendance and leave record for all staff members</li><li>- Carry out joining and exit formalities for staff members</li><li>- Ensure completeness of all employee files</li><li>- Assist other team members as a support function for follow ups or other activities</li></ul>
<b>Contact</b>	Please forward your resume and cover letter to <a href="mailto:jobs@grampower.com">jobs@grampower.com</a>

\*\*\* Employee's Roles and responsibilities at the Company can be modified/ changed at the discretion of the management from time to time.

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