

Job Description – Operations Coordinator

Company Profile

Smartworks is India's largest agile workspace, with a footprint of 2 million sq. ft. across 20 locations in 9 cities catering to more than 300 organizations across large enterprises, SME's, unicorn startups.

Founded in April 2016, Smartworks is reinventing enterprise workspace to become the best agile workspace experience provider across the globe.

Responsibilities:

- Prospecting and onboarding potential partnerships to enhance client experience and generate supplementary revenue
- Manage relationships with customers and vendors
- Working with cross-functional teams to increase adoption through targeted outreach
- Synthesizing reports of business metrics
- Developing and executing a strategic partnership plan and documenting and distributing competitive information
- Listening to the needs of the members/residents and sharing insights with service providers to be able to customize their services accordingly
- Managing key accounts and up-selling and cross-selling to clients
- Being proactive about solving problems even if it's outside of your area and be ready to take on additional initiatives and responsibilities as they emerge
- Managing end to end client relationship including pitching, negotiation, contracting, billing/ invoicing, and payment collection, result tracking, and troubleshooting.
- Seeking opportunities to be a leader and doing everything you can to help the company achieve its larger objectives

Requirements:

- Bachelor's degree in any field
- 3-4 years of experience in B2B sales, account management or alliance management.
- Strategic thinkers with an amiable personality
- Analytical thinking, positive outlook and expert communication skills
- Organizational skills and the ability to thrive in a fast-paced environment