

Executive Assistant / Operations Manager

CORE OPERATIONS

DEPARTMENT Operations & HR	LOCATION Delhi Office	EMPLOYMENT TYPE Full-time	REPORTS TO Founder
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ABOUT FUTURE FORGE LABS

Future Forge Labs is a fast-growing AI startup creating cutting-edge software solutions for the global intellectual property sector.

ROLE SUMMARY & MISSION

We are seeking a highly organized Executive Assistant / Operations Manager to run our Delhi office and provide high-level operational support to the Founder operating across international time zones.

Primary Mission: *"Seamlessly manage local operations at the Delhi office while providing strategic operational support to the international Founder."*

KEY RESPONSIBILITIES

- Manage day-to-day Delhi office administration, infrastructure, vendor contracts, and facilities.
- Coordinate talent recruitment logistics, candidate interview scheduling, and employee onboarding.
- Handle Founder calendar management, international travel arrangements, itineraries, and visa logistics.
- Coordinate legal, government paperwork, compliance filings, and external accounting vendors.
- Oversee procurement of hardware, software licenses, and office petty cash management.

WHAT WE ARE LOOKING FOR

- 4–8 years of experience in executive assistance, office management, or operations management.
- Outstanding oral and written communication skills.
- High proficiency with Google Workspace, MS Office, and operational software tools.
- Proactive attitude, high attention to detail, and utmost discretion with confidential information.

NICE TO HAVE

- Prior experience in tech startups or multinational executive support.
- Familiarity with Indian corporate compliance and basic vendor management.

WHAT WE OFFER

- Key operational leadership role in a growing AI venture.

- Competitive compensation.
- On-site / Hybrid role based at our Delhi office.

How to Apply

Interested candidates can send their resume and portfolio/GitHub links to **careers@futureforge labs.in** with subject line *"Application: Executive Assistant / Operations Manager"*.