



What we're looking for?

If you like making offices an efficient space with conducive environment for everyone to be able to produce great work, we are looking for you! We are seeking an individual with excellent leadership, great organizational and time management skills.

Responsibilities

- Manage reception area and welcome visitors.
- Supervise the maintenance of office areas and equipment.
- Work with vendors to ensure office supplies are stocked daily including the office pantry.
- Serve as primary administrative support for the core team. Management of conference room schedules.
- Assist in the organization and execution of a variety of events- holiday parties, milestone, celebrations, birthdays, etc.
- Management of Receptionist and any other future administrative assistants. Additional ad hoc support responsibilities as needed.

Qualifications

- 3-5 years of administrative experience in a fast-paced office environment.
- Excellent interpersonal, written and verbal skills, as well as the ability to self- manage.
- Extremely strong organizational skills and ability to prioritize conflicting needs.
- Demonstrated ability to handle matters expeditiously and proactively.
- Focused attitude ensuring that projects are followed through to completion.

Benefits

- Health insurance with 100% premium covered Generous PTO / sick leave
- PF plan with employer match
- Free lunch and snacks
- Annual company retreat
- Bring your dog to work 🐕
- Work in a high-growth start up that will redefine urban mobility

About Us

Yatri was founded in 2017 to prove world-class electric vehicles can be designed, engineered and manufactured from the ground up in Nepal – that switching to electric does not have to be a compromise but better, quicker and kinder to the planet.

Send your resume and cover letter to careers@yatrimotorcycles.com and mention 'Application - Job Title' in the subject line.