

**Job Title:** Support officer- Operations

**Location:** Delhi

**Department:** Education Operations

**Reporting to:** Manager- Operations

### About Sannam S4

**Sannam S4** is a market leader in providing end-to-end market entry support to international organization's seeking to explore, enter and expand into key emerging markets. Sannam S4 has built its reputation designing and implementing successful market entry and business development strategies for a range of blue-chip international clients and world leading educational institutions; initially into India but now into a number of dynamic markets around the world.

We provide support from the early stages where a client is considering a new market, through to supporting the local activities of their employees once they are locally established. Our services include:

- Partner / Distributor Search & Due Diligence
- Market Research and Venture Validation
- Recruitment
- HR Advisory
- Incubation services and Legal Entity Set Up
- Tax, Accounting and Expense Management
- Serviced Office / Office Locator Service
- PR and Event Management

In India alone we have served in excess of 350 international clients from 13 different countries with their market entry and expansion. We are proud to serve a range of companies from FTSE100/Fortune 500, to SMEs, start-ups, governments, trade bodies, universities and colleges and non-profit organisations. In India we have a team of over 185 professionals based across four main locations in Delhi, Mumbai, Bangalore, and Chennai and employ over 200 people internationally. **In FY 17-18, we delivered top line growth over 40% and expect to exceed 30% growth in FY18/19.** By the end of 18/19 we expect to have grown the team in India to over 250 staff demonstrating our sustained success.

Sannam S4 is [recognized worldwide](#) as a pioneer in a range of high-level strategic initiatives for which it partners with large international corporations, governments and partner stakeholders. These include:

In June 2018 Sannam S4 won the [UK-India Consultancy of Year Award](#) at the India Inc. Awards in London.

Our [US Business Centers – India](#)– prompted by our CEO meeting US Secretary of State John Kerry

[U.S.-India Knowledge Exchange](#)– a high profile multi stakeholder initiative to encourage policy reform in Indian higher education and to foster greater research collaboration between the US and India

Sannam S4 is at the forefront of India's international trade and investment agenda and is Strategic Partner to both the U.S. Department of Commerce and the U.K's Department for International Trade.

## Responsibilities

1. Giving assistance to Manager & Assistant Manager Operations – Education Division
2. Responsibilities
  - 2.1 Checking all the expense sheets, vendor invoices and submitting the same to finance on time.
  - 2.2 Preparing & maintaining client wise tracker for invoices, expense sheets & travel advance.
  - 2.3 Coordinating with Staff supporting client and Finance for queries/issues related to invoices, expense sheets & payment.
  - 2.4 Coordinating with vendor for discrepancies in invoices.
  - 2.5 Regular follow-up with Staff supporting client for timely approval of vendor invoices and checking for pending expense sheets.
  - 2.6 Working on Online expense portal for few clients.
  - 2.7 Maintaining central itinerary tracker.
  - 2.8 Arranging for travel advance and forex for the staff supporting client
  - 2.9 Raising travel insurance for staff supporting client.
  - 2.10 Preparing draft of Monthly reports
3. Database Entry Support

## Minimum required qualifications

- Bachelor's degree in a business or scientific discipline.

## Work Experience

- Two to four years' work experience.

## Desired/Preferred Skills

With a strong track record of professionalism and support for our clients, Sannam S4 has built its business on dedicated individuals who bring value and experience to the business and its clients. Below are the desired and preferred skills of this position:

- Pleasant personality
- Good written and verbal communication skills in English.
- A person with people management skills and high degree of integrity.
- The ideal candidate should be a self-starter with a natural ability to multi-task and strong communication skills.
- A confident individual & should have high energy levels, a naturally inquisitive and action-oriented mind-set, high standards and an eye for detail.
- An ability to work under pressure and handle difficult situation.
- Good IT skills – Internet, Windows environment, MS Office especially excel, word & power point

### **How to apply**

If you would like to be considered for this role at Sannam S4, please send your CV with an introduction letter and salary requirements to: [careers@sannams4.com](mailto:careers@sannams4.com).