

GET READY FOR EVERYTHING.

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OFFICE COORDINATOR - INDIA

WHO WE ARE

Superdry have been making world class product for 15 years, and we're proud of it. Our mission is to inspire and engage the contemporary style obsessed consumer, whilst leaving a positive environmental legacy.

Together, we have built a brand that has cut through the global apparel market at record speed, taking market share from brands that have existed for decades. But we have a big opportunity ahead of us as we launch 4 new collections.

We are now on an exciting journey to reset our brand and return to our design-led roots and we are looking for talented people to join us on our journey.

THE ROLE

Playing a key role in the smooth running of the India Office, the Office Coordinator will support the Country Manager in providing effective coordination between internal teams, across multiple departments as well as third parties. This is a fast paced and varied role which requires excellent administration, communication and organisation skills and experience.

YOU WILL

- Support with all administration for the office relating to supplier management including supplier visits, Legal documents and finance tracking
- Support with HR administration tasks keeping employee files and reporting up to date for the India office
- Coordinate with the successful onboarding for new starters in the India office ensuring new employees have completed the onboarding documentation and induction is successfully scheduled
- Support with the administration of new recruitment in the Turkey office, shortlisting applicants, interview set-up, diary and travel management.
- Assist with all the month end reporting to the UK finance dept by working with local third-party service provider
- Support the Country Manager in the management of internal expenses and banking, budgeting and budget reporting activities each month
- Assist with the smooth running of the India Office for all documentation required from the Legal, HR and Finance Departments in the UK
- Work closely with the Country Manager to schedule meetings with third parties, banks, tax offices, Landlords etc.
- Coordinate seamless communication between UK Finance, Legal, HR, IT and India Country Manager

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for legal and financial matters, managing escalation process for seamless problem-solving process when needed.

- Work with other departments for smooth communication and information transformation
- between teams for office regulations etc
- Provide regular updates to Country Manager in requested templates, reporting etc.
- Organise travel and accommodation as required
- Ensure office supplies are ordered and managed efficiently

YOU ARE

- An experienced administrator, with experience in coordinating the smooth running of an office
- Highly Competent in Microsoft applications included Excel, Word & PowerPoint
- Experienced in finance, accounting
- Knowledgeable in HR activities
- Experienced in dealing with third party service providers.
- Able to work under pressure
- Able to generate solutions and take decisions
- Highly effective in the workplace to plan and priorities workload
- Effective in communication and reporting skills
- Accurate and you have high attention to detail and accuracy
- Fluent in English and Hindi language both written and verbal
- An excellent communicator with strong reporting skills
- Pro-active and logical
- A great team player

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- Everyone receives a generous salary
- Medical & Life Insurance
- 14 days of privileged leave, 7 days medical leave and 7 days CL leave
- Range of learning & development team training
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount online and 40% in Indian Superdry stores.

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

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We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.