

Assistant Manager – Admin & IT

Location: Delhi NCR
Experience: 2+ Years
Shift: Morning
Working days: 6 Days
Employment type: Permanent
Vacancy: 1
Reporting to: Admin Head

About the Company

BSC Group is a bootstrapped, high-growth organization operating at the intersection of building materials, procurement, and project execution. Since inception in 2011, we have built a strong B2B foundation by delivering reliability, speed, and consistency across thousands of projects. Our model is simple but powerful—integrating sourcing, supply chain, and execution support under one platform.

We are now entering a decisive phase of growth. With expansion into new geographies, strengthening of leadership, and a clear roadmap towards institutional scale, we are building a structure that can support long-term value creation and a potential public market journey. This role is central to that ambition.

Role Overview

The Assistant Manager – Admin & IT will be responsible for ensuring smooth day-to-day operations across office infrastructure, systems, and technology platforms.

Key Responsibilities (KRAs)

- Manage office administration, facilities, and vendor relationships
- Oversee IT infrastructure, systems, and user support
- Ensure data security, backups, and system reliability
- Coordinate with external vendors for IT services and maintenance
- Implement tools and systems to improve operational efficiency
- Monitor and optimize administrative costs
- Support leadership in building scalable internal processes

Why Join Us

You will play a key role in building the internal backbone of a scaling organization, with exposure to both operational and strategic initiatives.

Ideal Candidate Profile

- Experience in administration and IT support roles
- Strong problem-solving and coordination skills
- Understanding of systems, networks, and office infrastructure
- Ability to manage vendors and internal stakeholders

5-Year Growth Path

Progression into Admin & IT Head, with potential expansion into broader operations leadership roles.