

Job Title: Admin Executive – Real Estate

Company: Homesfy Realty Ltd

Location: Bangalore

About Us:

Homesfy is the first-ever real estate brokerage firm listed on NSE Emerge and is one of the fastest-growing tech-enabled companies in the full-fledged, organized real estate industry.

Homesfy aims to simplify the home-buying process and make the real estate transaction reliable, trustworthy, and hassle-free. We understand that investing in real estate or buying a home is a big decision for everyone. Thus, our goal has always been to provide customers with meaningful home solutions to enhance their home-buying experience. We also aim to strengthen our homies' professional and personal journey through an efficient and empathetic approach.

Homesfy has self-sustained & evolved from a humble beginning to a decade of competence in real estate spread across Mumbai, Pune, Delhi NCR, Hyderabad, Bangalore, and Dubai. We are steadfast and have brought joy to more than 10,000+ families. Last year we grew by more than 500+ motivated team members, and Homesfy has been the preferred channel partner for developers like Lodha, Godrej, Prestige, Dosti, Runwal, Hiranandani, Piramal, Raymond, and Mahindra, to name a few.

Company website: - www.homesfy.in and www.mymagnet.io

Position Overview: -

We are looking for a reliable and resourceful **Admin Executive** to manage day-to-day administrative functions and support smooth business operations for our real estate projects in Bangalore. This role involves coordination with developers, internal teams, and vendors while ensuring office and site requirements are handled efficiently.

Key Responsibilities: -

- Handle office administration including documentation, filing, and record keeping.
- Coordinate with developers for invoice collection and follow-up.
- Manage SIM card activation/deactivation and ensure smooth communication setup.
- Act as a point of contact between Bangalore office and Headquarters for admin-related coordination.
- Book cabs for site visits and manage travel arrangements.

- Handle petty cash management, reimbursements, and bill payments.
- Arrange hotel bookings for employees/guests during official travel.
- Coordinate and arrange for office events, festive decorations, and team activities.
- Manage Friday snacks distribution and ensure timely vendor coordination.
- Liaise with suppliers and vendors for office supplies and site-related requirements.
- Ensure proper upkeep of office facilities and smooth day-to-day operations.

Requirements: -

- Bachelor's degree in Business Administration/Commerce or equivalent.
- 1–3 years of experience in administration, preferably in the real estate industry.
- Strong communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Must own a 2-wheeler for travel related to office and site/vendor coordination.
- Ability to multitask, manage time efficiently, and work independently.
- Strong problem-solving and organizational skills.

Why Join Us: -

Opportunity to work with the first-ever real estate brokerage firm listed on NSE Emerge

Ongoing training and professional development.

A supportive and collaborative work environment.

The opportunity to make a significant impact on the real estate industry.