

1. Space Operations Manager

Location: Lulla Nagar, Pune | Full-time

About OhhSpaces: We're a coworking SaaS platform automating space management for 300+ seat facilities. We handle everything from bookings to payments to access control—completely digitally.

The Role: You'll be the operational backbone of our first flagship space. This is a 0→1 role where you'll implement our platform end-to-end while managing daily operations.

What You'll Do:

- Oversee 10 teams of 5 caretakers + 2 receptionists across 300+ seats and 10+ spaces
- Ensure all payments flow correctly through Razorpay
- Manage autopay subscriptions and generate invoices
- Monitor platform usage and resolve member issues
- Coordinate with tech team on platform improvements
- Handle member onboarding, KYC verification, and renewals
- Maintain F&B and amenity management
- Generate operational reports and insights. Monitor Business KPIs

You're Perfect If:

- 2-4 years experience in operations (hospitality/coworking/facility management preferred)
- Extremely detail-oriented with payment and subscription management
- Comfortable with SaaS platforms and mobile apps
- Strong problem-solving when systems meet real-world operations
- Natural leader who can manage on-ground teams
- Based in Pune or willing to relocate

What We Offer:

- Competitive salary (₹3-4L based on experience)
- Ground floor opportunity in a scaling startup
- Direct impact on product development
- Fast-track to multi-space operations lead as we scale

Apply: Send resume to info.ohspaces@gmail.com with subject "Operations - [Your Name]"

2. Receptionist (2 positions)

Location: Lulla Nagar, Pune | Full-time

About OhhSpaces: We're a coworking SaaS platform automating space management for 300+ seat facilities. We handle everything from bookings to payments to access control—completely digitally.

Your Role:

- Welcome members and verify KYC on arrival
- Scan QR codes for entry access
- Handle member queries and support
- Coordinate with caretakers for member needs
- Manage F&B orders and payments
- Monitor booking system for walk-ins
- First point of contact for all space issues

Requirements:

- 1-2 years front desk/reception experience
- Fluent in English + Hindi/Marathi
- Comfortable with computers and mobile apps
- Professional, friendly demeanor
- Problem-solving attitude
- Based in Pune

Salary: ₹18,000-25,000/month + benefits

Apply: Call 9270243330 or email info.ohspaces@gmail.com with subject "Receptionist - [Your Name]"

3. Caretaker (5 positions)

Location: Lulla Nagar, Pune | Full-time

About the Space: Modern coworking facility with 300+ seats, meeting rooms, F&B services, and full amenities. We serve professionals, startups, and remote workers.

Your Role:

- Maintain cleanliness across all areas
- Ensure meeting rooms are ready for bookings
- Stock and manage F&B supplies
- Respond to member requests via app
- Conduct regular space inspections
- Report maintenance issues immediately
- Support receptionist during peak hours

Requirements:

- 1-3 years facility management or hospitality experience
- Comfortable using mobile apps for task management
- Basic English communication
- Physically fit (role involves standing/walking)
- Detail-oriented and proactive
- Based in Pune

Salary: ₹15,000-20,000/month + benefits

Apply: Walk-in interviews at Ohh Spaces Office or call 9270243330

Location: <https://maps.app.goo.gl/RsnBY39ycq6gezqSA>