

Executive Assistant to MD

Job Description

Required Key Skills & Job Responsibilities:

- Assisting in the Meetings along with the MD
- Assisting in Visiting the Events
- Maintaining the schedule of the MD
- Event Management of a Particular Corporate Event Project
- Routine Office Management, Client Servicing, Checking Etiquettes, pre-defined for the company
- Business target achieving
- Targeting business goals
- Arrange and Coordinate Meetings, record Minutes as well as prepare relevant reports, presentations, etc.
- Handle all documents, emails, calls, and manage day-to-day
- Make necessary overseas travel arrangements and hotel reservations
- Computer literacy
- Ability to maintain relationships with a wide variety of stakeholders

Education

- Any Bachelor's Educational Degree Preferred, like B.Com, B.Sc., B.C.A., B.A.
- Total work: 2 to 03 years (Preferred)
- EA to MD: 1 year (Preferred)
- Corporate communication: 1 year (Preferred)
- Language: English (Must), Hindi, Gujarati (Preferred)

Role: Executive Assistant to Managing Director(S)

Industry Type: Heating and Thermal Equipment Manufacturer

Department: Administration & Facilities

Employment Type: Full-Time, Permanent

Salary Package

- Maximum Rs. 5.50 LPA (CTC)