



Position Vacant	Manager (Secretary)
Job Description / Responsibilities	<ul style="list-style-type: none"> ➤ Calendar Management for Senior Management - Scheduling internal and external meetings, drafting letters & memos, scheduling interviews, sending out invitations ➤ Answer and respond to calls and mails to Senior Management, including MD & CEOs office. ➤ Assist in ensuring prompt and effective follow up on all Internal and external meetings. ➤ Generate daily / monthly / weekly monthly reminders for critical to-do items to be completed including both recurring and one off items. ➤ Assisting and understanding priorities of Senior Management of the Company in order to represent effectively ➤ Tracking Expenses and maintaining all the records. ➤ Organizing Video Conferencing and Tele Conference meetings. Follow Up on Action Points generated in these meetings and ensures their closure with updates. ➤ Maintain Confidentiality of information ➤ Domestic & International travel plans and coordination ➤ Delegation of tasks so as to provide Administrative Support to MD.
Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> ➤ Proven experience as executive secretary or similar administrative role ➤ Proficient in MS Office and related applications ➤ In depth knowledge of office management and basic accounting procedures ➤ Excellent organizational and time-management skills ➤ Strong communication skills abilities ➤ Integrity and confidentiality ➤ Excellent interpersonal skills and the ability to prioritize under pressure ➤ Ability to exercise initiative, judgment and problem solving skills to complete work, take responsibility and make decisions
Educational Qualification	Must be a Graduate

Minimum Experience	5 years
CTC OFFERED	Compensation will not be limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	Mumbai The candidate may be deputed to work with the team(s) with the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary.
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