**Job Description-OSD**

**Educational Sector Executive Assistant** **Responsibilities**

* Provide Sophisticated Calendar management for CEO.
* Act as a liaison and provide support to the Board of Directors.
* Complete a board Variety of administrative tasks that facilitate the CEO’s ability to effectively lead the organization.
* Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO.
* Work closely with CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
* Maintain open communication with the WSOS team, including meeting regularly with their operations and Technology coordinator and providing information and documents as needed.
* Coordinate all executive meeting and represent and assist with staff meeting and events as needed.
* Provide gatekeeper and Gateway role providing a bridge for smooth communication between the CEO and parties.
* Manage all aspects of organization’s office services and outside services
* Provide event management support as requested.
* Answer main phone lines and respond to inquiries, process and distribute daily mail.
* Invest in building long –lasting relationship both externally and internally.
* Other projects/duties as assigned for the overall benefit of the organization.

### Real Estate Executive Assistant Qualifications

* High school diploma or equivalent required
* 2-3 years’ experience as an executive assistant or administrative assistant
* Technical proficiency and problem –solving skill related to Microsoft office and desktop publishing software; ability to design and edit graphic presentation and materials.
* Excellent communication skills and organizational skills
* Possesses discernment for working with confidential information and tight deadlines
* Familiar with Microsoft Word, Excel, and Multiple Listing Service

**Company Details:**  
Interview Venue Address:  
1E/14,Jhandewalan,Delhi-110055.(Near Jhandewalan Metro Station,Take Exit Gate No.2)  
Contact No : 8130399244, 8800697058  
Contact Person : Kajal Tripathi  
Timings : 12:00-6:00PM

Job Type: Full Time

Salary: Open for the discussion