Job Description:

Executive Assistant - President & CEO

No. of Position : 2

The details of the position are as under:  
  
Position: **Executive Assistant**  
Exp : 3 -9 Years of experience as EA to senior Management.  
Educational Qualification: Graduation / PG from a recognized University.  
Location: Noida, Sector 132  
  
**Roles and Responsibilities:**

* Complete a broad variety of administrative tasks for the president and CEO including: maintain the calendar, preparing correspondence, travel plans, agendas, and compiling documents for travel-related meetings.
* Appropriate course of action & response on behalf of President and CEO.
* Keep the CEO informed about upcoming commitments and responsibilities.
* Co-ordinate with different departmental heads for the project follow-ups.
* Creating presentation using PPT and generating MIS report on excel.
* Assisting CEO in daily communication, e-mailing, letter drafting, Minutes of Meeting, follow-up, contact Management etc.
* Excellent organizational and motivational skills.
* Self-Starter, motivator and a team Player.
* Experience and interest in internal and external communications, partnership development and fund raising.
* Proficient in Microsoft Office (Outlook, word, Excel and power Point), Adobe Acrobat and social media web platforms.