

Administrative Assistant

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Company: Pinerium

Location: India

Category: other-general

Job Description

Handle administrative requests and queries from senior managers

Organizing and scheduling appointments with admin software

Planning meetings and taking detailed minutes

Job Responsibilities

1-Answer and direct phone calls

2-Organize and schedule appointments

3-Plan meetings and take detailed minutes

4-Write and distribute email, correspondence memos, letters, faxes and forms

5-Assist in the preparation of regularly scheduled reports

6-Develop and maintain a filing system

7-Update and maintain office policies and procedures

8-Order office supplies and research new deals and suppliers

9-Maintain contact lists

10-Book travel arrangements

11-Submit and reconcile expense reports

12-Provide general support to visitors

13-Act as the point of contact for internal and external clients

14-Liaise with executive and senior administrative assistants to handle requests and queries

from senior managers

Requirements

Good Communication Skills

Attention to Detail

Scheduling

Clerical Skills

Excellent use for MS Office

Customer Service skills

Data Entry

Coordinating with team members

Office Management

Secretarial basics

Requirements

Minimum 3 year experience as a Product Owner or similar role, preferably with a focus on Zoho solutions. Bachelor's degree in Computer Science, Engineering, Business, or a related field. Strong knowledge of the Zoho product suite, including Zoho CRM, Zoho Books, Zoho Projects, etc. Excellent understanding of agile methodologies and experience working in agile development environments. Proficient in gathering and analyzing business requirements, writing user stories, and managing product backlogs. Strong problem-solving and analytical skills, with the ability to make data-driven decisions. Excellent communication, presentation, and interpersonal skills. Ability to work effectively in cross-functional teams and collaborate with stakeholders at all levels. Self-motivated, detail-oriented, and able to prioritize and manage multiple tasks simultaneously. Zoho certifications, such as Zoho Certified Developer or Zoho Certified Consultant, are desirable.

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