

Executive Assistant

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Company: GracyWoods Games Ltd.

Location: india

Category: other-general

We are in search of an Executive Assistant for a monthly contractual role. This critical position involves overseeing administrative duties for our executive team and handling HR inquiries. Ideal candidates should possess strong technical writing skills, attention to detail, excellent communication abilities, a proactive approach to meeting company needs, and the capacity to manage a wide array of tasks effectively.

Key Responsibilities Manage and organize schedules, meetings, appointments, and travel arrangements for the executive team. Handle email and other forms of correspondence with professionalism and timeliness. Assist in the coordination of grant applications, event bookings, and logistics. Organize internal team meetings, including agenda preparation and follow-up actions. Serve as the primary contact for HR inquiries, focusing on recruitment, on-boarding, employee relations, and adherence to Hong Kong labor laws. Collaborate with the CHRO and Company Secretary for any HR/finance related tasks. Learn the practices that align with Hong Kong labor regulations and company policies. Discreetly handle sensitive and confidential information.

Required Skills and Qualifications Proven experience in administrative and HR roles. Strong organizational and time-management abilities. Highly skilled with organizing financial records. Ability to communicate with colleagues with empathy and patience. Highly skilled at formatting documents and reading comprehension. Fluency in English and Hindi; Cantonese (or Mandarin) is a plus. Proficiency in Google Workspace Familiarity with HR management systems (Plus). Effective multitasking and prioritization skills in a remote work environment. 3 years of relevant experience preferred.

What We Offer 20,000 INR to 30,000 INR salary Flexible and remote working arrangements. Unlimited annual leave. Double-pay that scales with

company growth. A dynamic and supportive team environment. Opportunities for professional development within a growing company.

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