

Executive Personal Assistant

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Company: Stock Market- EK SOCH

Location: pune

Category: other-general

Stock Market - Ek Soch is an esteemed online education company preparing to inaugurate a new office in Pune. We are seeking a dynamic and proactive Executive Personal Assistant to join our team. This position offers a dynamic work environment, opportunities for growth, and the chance to contribute to the expansion of our company. The ideal candidate will be proficient in English, Hindi.

Responsibilities:

- 1. Administrative Support:** Provide high-level administrative support to the company executives, including managing calendars, scheduling appointments, and arranging travel itineraries.
- 2. Communication:** Act as a liaison between executives and internal/external stakeholders, handling correspondence, phone calls, and emails efficiently and professionally.
- 3. Documentation:** Prepare and maintain documents, reports, and presentations, ensuring accuracy and confidentiality.
- 4. Meeting Coordination:** Organize and coordinate meetings, conferences, and events, including preparing agendas, recording minutes, and following up on action items. Assist in organizing seminars, workshop.
- 5. Office Management:** Oversee office operations, including maintaining office supplies, equipment, and facilities, to ensure a conducive work environment.
- 6. Project Assistance:** Assist in various projects by conducting research, collecting data, and providing administrative support as required.

Required Skills and Qualifications:

- 1. Excellent Communication:** Strong verbal and written communication skills in English, Hindi. Proficiency in Gujarati and Marathi is a plus.
- 2. Organizational Skills:** Exceptional organizational and multitasking abilities to manage multiple priorities effectively.
- 3. Problem-Solving:** Resourceful problem-solving skills to resolve issues independently and efficiently.
- 4. Attention to Detail:** Meticulous attention to detail to ensure accuracy in all tasks and documentation.
- 5.**

Discretion: High level of discretion and confidentiality in handling sensitive information.6.
Willingness to travel within and outside of Pune for office-related activities as required.7.
Tech-Savvy: Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and
other relevant software/tools.8.Two or more years of experience in an administrative role,
Work experience as an Executive Assistant, Personal Assistant or similar role.How to
Apply:Please send your CV/resume with the subject line Application for Executive Personal
Assistant - Pune. Include a cover letter highlighting your relevant experience and why you
believe you are the ideal candidate for this position.

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