

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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