

PA/EA To DIRECTOR (Industrial-Raipur)

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Company: Paradise Placement Consultancy

Location: Raipur

Category: other-general

Job Description:

Assisting the Director in his routine activities and managing the same independently even during his absence.

Assisting in planning and implementation of forth coming projects such as the shows / exhibitions, etc.

Generating MIS reports within the allotted time frame ,and collection & review of all the reports before final submission to the Director.

Coordinating with foreign delegates, different personnel and officers in / out of the company.

Coordinating official work between the director and the rest of the company.

Taking care of all miscellaneous jobs delegated by the Sr.Management

Managing and taking Care of all the various routine activities of the director.

computer, Typing Hindi English

Key Skills :

Pa To Md

Pa To Director

Executive Secretary

Company Secretary

Personal Assistance

Personal Assistant

Pa

Assistant

Secretary Activity

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