

Personal Assistant

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Company: Jugal Progressive Pvt Ltd

Location: Ranchi

Category: other-general

Company DescriptionJugal Progressive Pvt Ltd is a real-estate company majorly in the construction and development of Residential properties in Jharkhand. They build residential projects on their own land as well as build properties on development basis

Role DescriptionThis is a full-time on-site role located in Ranchi Jharkhand for a Personal Assistant. The Personal Assistant will provide administrative and secretarial support to the director. The key responsibilities of the Personal Assistant will be: Manage the director's calendar and appointments Handle email correspondence and maintain records Coordination between various members of the team Preparation of reports in terms of commercials through any software like excel or word Uphold confidentiality and professionalism in all interactions Proficient in utilizing cutting-edge AI software, including adept skills in navigating platforms like ChatGPT.

QualificationsReceived a quality primary and secondary education. Bachelor's degree in Business Administration, Secretarial Science, or a related field is preferred Demonstrated experience as a Personal Assistant, Executive Assistant, or similar role Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), and experience with office equipment and software (fax, scanner, printer) Possesses a strong command of the English language, particularly a strong hold on writing proficiency. Strong attention to detail and organizational skills Excellent time management and problem-solving skills Proven ability to handle confidential information with discretion and maintain complex filing systems

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