

Personal Assistant to Chief Executive Officer

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Company: Fairdeal Realtors Pvt. Ltd

Location: mumbai

Category: other-general

About the company:

Fairdeal Realtors Pvt Ltd. is one of the Leading & Respected names in the Indian Real Estate market. With over a decade of experience in commercial real estate spanning across 8 cities in India , the company strives to provide the clients with seamless experience including large and medium commercial realty deals. We believe in giving the highest priority to our Customer Relationships, ensuring our customers are always Satisfied.

About the role:-

The ideal candidate will provide top-level assistance for high level executives. They should be well-organized and be comfortable scheduling meetings and responding to emails on the executive's behalf. Lastly, this individual should be able to draft documents and help the executive with any necessary meeting preparations.

Roles & Responsibilities:-

Calendar management for CEO

Responding to emails and document requests on behalf of CEO

Draft slides, meeting notes, Minutes of the meeting and documents for CEO and/or MD

Successfully completes critical deliverables with a hands-on approach that facilitates the CEO's ability to effectively lead the company.

Researches, prioritizes, and follows up on incoming issues and concerns addressed to the

CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response. Coordinates for all the commercial facing teams.

Generating various MIS for the CEO as and when required. Coordinating with the various departments for various MIS reports and any other important issue / communication from the CEO's office.

Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management.

Support the CEO in the preparation and presentation of reports, proposals, budgets, and related activities in servicing and developing contracts and relationships with stakeholders and partners.

To oversee coordination and collation of quarterly reports for Board meetings.

Assist & coordinate the strategy planning exercise.

Able to crunch data and numbers for meaningful business data analysis.

Works closely and effectively with the CEO to keep well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a barometer, having a sense for the issues taking place in the organization and keeping the CEO updated.

Assist with relevant and timely data / updates to CEO ensuring effective utilization of his time during meetings and reviews.

Head responsibility to coordinate and plan top executive corporate meetings. Assists in coordinating the agenda of senior management team meetings. Facilitates cross-divisional coordination.

Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Arrange Board of CEO's meetings and different executive level events, as required.

Maintain and develop systems, procedures, and records in line with the organization's policies and objectives.

Qualifications

Excellent Communication skills both written and verbal.

Proven experience as an Executive Assistant (Real estate Experience preferred)

Well-organized, detail-oriented, ability to multi-task with great follow-up skills

Bachelor's degree or equivalent experience

Proficient in Microsoft Office suite

Experience in managing multiple priorities, administrative coordination and logistics

CTC - 3 LPA - 6 LPA

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