

EXECUTIVE ASSISTANT-

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly or quarterly reports.
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system.
- Plan, organize and implement events, such as meetings, business luncheons, or client dinners
- VISA Processing
- Monthly or yearly Recharges of Mobiles and Toll taxes.
- Helping HR team during the appraisal time while submitting the Performance review sheet.
- Reviewing Work hours of employees through TIME SHEET.
- Dropping one to one mail regarding any updation or changes to the employee.
- Leave Management- Taking approval from Reporting Manager and approved for the same.
- Assisting in day to day activities.

Requirements:

- Any graduate with good communication skill and minimum 1 to 2 years of experience