

Personal assistant (P.A)

Personal Assistant Responsibilities:

- Reporting to management and performing secretarial and administrative duties.
- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- booking and arranging travel, transport and accommodation
- reminding the manager/executive of important tasks and deadlines
- implementing and maintaining procedures/administrative systems
- miscellaneous tasks to support their manager, which will vary according to the sector and to the managers remit, e.g., completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.
- should be ready for travelling with the director and ready to work in extended working hours
- arranging and taking meetings and preparing minutes of meetings and circulating the same
- very good at using gadgets, good knowledge of IT Gadgets
- Should be Good at MS office, ERP Software, PPT and advance excel
- Should be able to manage director's schedule and giving him timely reminders
- talking and drafting on behalf of director

Personal Assistant Requirements:

- Male / Female candidate apply for this post/ Prefer married candidate.
- Min 5 years of experience as a personal assistant is must.
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Ability to organize a daily workload by priorities, able to collaborate and multitask
- Exceptional Interpersonal skills with Professional level verbal and written communication skills
- A proactive approach with attention to detail and strong problem-solving skills

Qualifications:

Bachelor's degree or equivalent

Ability to handle multiple tasks while staying organized

Perks and Benefits

Best in the Industry / *Salary* : Monthly – 18 to 22k.

Bonus / Paid Leaves / Other allowance / Cell phone reimbursement / Day shift / Stress free environment /

Work independently