

Personal Assistant

Responsibilities

Key Responsibilities in the role:

- Monitoring reporting manager's email and responding if required
- Preparing communications on behalf of a manager
- Answering phone calls
- Organizing travel and itineraries
- Organizing and planning meetings
- Taking notes and writing minutes during meetings
- Conducting or preparing any research that the reporting manager may require
- Various ad hoc requests
- General Office Administration, Scheduling Meetings, Assisting in all day to day activities etc

Qualification

- Graduation – any field
- 1-5 years of experience in similar role

Skills and competencies

- Knowledge of Ms-Office and internet a must
- Fluency in written and verbal English
- Excellent oral & written communication skills
- Good reasoning, analytical and problem solving skills
- Willing to learn new things and adapt as per organizational goals
- Ability to work independently as well as in a team
- Hardworking and punctual with good attitude

Do you have what it takes?

We are looking for a female candidate who is smart, pleasant, modern, enthusiastic, confident and self-starter. A well-groomed, well-mannered person would be a good fit for the role.