



<https://srammram.com/job/secretary-and-personal-assistant/>

## Secretary and Personal Assistant

### About the Profile

The candidate should have good command over English and Hindi (verbal and written), MS Office/Email advocacy is a must. Shall be responsible for correspondence, filing reports/system, other communications and other administration jobs.

- Should be able to assist the **Chairman and Managing Director**
- Should be willing to travel
- Organizing meetings and necessary logistics, compiling minutes and filing to complete actions
- Should be able to handle confidential information in a professional and discrete manner
- Needs to be aware of business processes so as to be able to go to the right person to get the task completed
- Should have a keen eye for detail and the enthusiasm to keep learning
- Manage travel arrangements and proactively coordinate the pre-planning of trips with various internal functions including arranging appropriate travel and preparing the trip expense/reimbursements and logistics
- Prepare the travel agendas and necessary contacts, information, presentation materials, documents and other necessary preparations
- Act as the lead in preparation for quarterly/monthly Meetings, including tracking, monitoring and following the progress of open action items, drafting the agenda, setting the timelines for meeting, producing a final draft of the presentation, and producing accurate minutes at each meeting
- Writing content for both external and internal use which includes writing email or any other communication related documents
- Should have a high-level of energy
- Be a self-starter and have the ability to work to direction but independently
- Possess good interpersonal skills and the ability to speak to Leadership Level Executives
- Multi-tasking
- Most importantly be self-motivated and driven to succeed
- A proven track record of hard work, imagination, innovation, tenacity and confidence
- Ability to work a flexible schedule as needed to complete time-sensitive or special projects

### Hiring organization

SramMram Group

### Salary per Annum

INR 5,00,000 – INR 9,00,000

### Date posted

March 16, 2022