

Personal Assistant/ Executive Assistant (PA/EA)

Experience: 4-7 years

Educational Qualification: Graduation/Post Graduation in any discipline, preferably in Commerce or Business Administration.

Location: Head Office, Mumbai

Skills Required:

- Excellent written and verbal communication in Marathi and English
- Stenography & Dictation
- Travel and Logistics Management
- Proficiency in M S Office (Word, Excel, PowerPoint), email management, and other digital tools)
- Record Keeping and Documentation
- Meeting Coordination and Follow-up
- Attention to Detail
- Time Management and

Job Description:

- Exceptional organizational skills to manage the Director's calendar, schedule appointments, meetings, and travel arrangements efficiently.
- Ability to draft professional correspondence, emails, and reports.
- Ability to handle sensitive information with discretion and maintain strict confidentiality.
- Proficient in stenography and dictation, with excellent transcription abilities.
- Strong attention to detail in maintaining accurate records, managing files, and ensuring proper documentation for meetings, reports, and correspondence.
- Able to handle multiple tasks simultaneously, prioritize effectively, and manage competing demands in a fast-paced environment.
- Efficient at organizing meetings, preparing agendas, coordinating with participants, and ensuring follow-up on action items.
- Skilled in making complex travel arrangements, including flights, hotels, and ground transportation, and ensuring smooth itineraries for the Director.
- Familiarity with government or corporate procedures, especially in a regulatory or senior executive role.
- Maintain and Update client contact details and correspondence.
- Any kind of work as and when given by SICOM-MD, who is IAS Officer.
- Any other work assigned by the management