

ADVERTISEMENT FOR THE POST OF EXECUTIVE ASSISTANT TO MD

BUSINESS UNIT	MD SECRETARIAT
JOB TITLE	EXECUTIVE ASSISTANT to MD
REPORTING TO	MANAGING DIRECTOR
LOCATION	Mumbai
PROFILE	Qualification: Should be a minimum Graduate in any discipline with knowledge of MS Office, graphics etc. Work Experience: Minimum 5 years of experience working with senior executives AS Support Staff.
REMUNERATION	As per industry norms.
KEY REQUIREMENTS	<ul style="list-style-type: none">• Good knowledge of shorthand• Proficiency in Computer Operations, particularly in Ms-Office,Excel,Power Point, Graphics etc.• Good oral and written communication skills• Strong Interpersonal skills
JOB DESCRIPTION	<ul style="list-style-type: none">• Assisting the MD in daily administrative duties including:<ul style="list-style-type: none">- Managing Calendar of appointments, travel ,accommodation,etc.- Communicating with Staff at all levels and with various external stakeholders- Coordinating meetings, logistics etc.- Drafting letters, mails and dealing with Correspondence- Maintenance and up keeping of records- Monitoring the works of Business Associates- Arranging key paper work and preparing Minutes of the meetings- Any other work as assigned by MD
Last Date of Submitting Application	The Interested candidate may send their application along with CVs at md.afcl@gmail.com latest by 20 th August,2019