

SECRETARY CUM ADMINISTRATIVE EXECUTIVE

YOUR ROLE:

- Providing professional secretarial services to the Group Executive Director & providing professional administrative services to the company.
- Attending meetings and keeping minutes.
- Handling company-related HR related functions in liaison with Group HR department.
- Providing support and guidance to all Team Members in relation to HR related queries.
- Supporting the sales force with general operations to help reach the team's objectives.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)
- Handling various administrative functions and maintenance of company-level, reports, presentations, and documentation.

YOUR PROFILE:

- Minimum 2 years of experience in handling a similar role, in a reputed organization.
- Pleasant personality, professionalism, integrity, and confidentiality.
- Excellent communication skills in English, both written & spoken.
- Strong interpersonal skills with the ability to liaise with different levels of members across the Company and the Group.
- A Bachelor's degree or an equivalent professional qualification in Business Management from a recognized University/ Institute would be advantageous.
- Conversant with MS Office packages (PowerPoint/ Word/ Excel).