

Executive Assistant to Chairman:

Primary Responsibilities:

- Assist the Chief Architect in his/her day-to-day routine in areas such as his Personal Admin Assistance, Concept Hunting, Presentations, Personal mails, Written communication, Calendar, Vendor Management, Digital Media Posting, Content Writing for Magazines and Blogs, Events, Inter-departmental coordination and any other task assigned by the Chairman from time to time

Required Skills:

- Excellent personality and communication skills, Good command over language, Good knowledge of MS-Office and written communication, Good with coordination, multi-tasking, time management, target working and inter personal relationships.

Job Description:

- All round support to the Chief Architect in his routine matters like, taking care totally Digital Media Creatives and Posting; Contents for Magazines and Blogs; Maintain Calendar for Chief Architect and reminders to him; Vendor hunting and management; Catalogues management; Presentations and Concept hunting and presentation the same to the clients and the Team; Agendas and Minute writing for all critical meetings; Follow up on action points; To be the front face of the Chief Architect in matters which he need not handle personally, with utmost honesty, confidentiality and sincerity.

Educational Qualification:

- Graduate in Architecture or Interior Designing with a secretarial certification from a reputed institute. Any Qualification in Digital Media Marketing.

Work Experience:

- Around 2 to 3 years of experience will be an added advantage. Fresher with good attitude and willingness to learn will also be acceptable.

Be a part of Our Team, contact us with your updated Resume at career@milindpai.com