

Tatvic Analytics

<https://www.tatvic.com/job/executive-assistant/>

Executive Assistant

Description

- Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Setting meeting agendas and minutes of meetings
- Assisting with special projects;
- Designing and producing complex documents, reports, and presentations;
- Collecting and preparing information for meetings with people and outside parties;
- Composing and preparing correspondence;
- Maintaining contact lists;
- Making travel arrangements;
- Completing expense and mileage reports.
- Invest in building long-lasting relationships both externally and internally
- Manage petty cash reimbursements and reconciliation
- Work with the Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.

Functional Competencies Required:

- Planning & Organizing
- Project Management

Hiring organization

Tatvic Analytics

Employment Type

Full Time

Job Location

Ahmedabad, India

Date posted

September 18, 2020

Valid through

30.11.2020