

Executive Assistant to Director [EA to Director] role with One of the leading IT Technology Solutions company in field of Agri, Transit, Street Solution & Urban Solutions for Ahmedabad Location

Job Posted by Seema Kakra | June 25, 2024

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Job Description-

1.

Executive Assistant to Director & Leadership Team

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Assists the Director / or Board Directors with daily administrative duties, handle complete & broad variety of administrative tasks which includes managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compile documents for meetings.

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Communicates with the general staff on the Director / or Board Directors behalf and need to coordinate logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities.

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Communicates directly and on behalf of the Director / or Board Directors with Board members, donors, foundation staff, and others on matters related to programmatic initiatives as directed

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Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication from President to Director Office

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Supports Director / or Board Directors in his/her external commitments related, including service on

external boards, committees and other groups.

For Management 2000 Placements & Recruitments Pvt., Ltd.,

Seema Kakra

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