

## Executive Assistant – Pidilite Careers 2023 In Chennai, Defence Officer's colony

**Hiring organization**  
Pidilite

### Job Location

Defence Officer's colony, 600032, Chennai, Tamil Nadu, India

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Date posted

June 6, 2023

### Valid through

31.12.2023

**APPLY NOW**

### Description

#### Pidilite Recruitment 2023

Job Title: Executive Assistant

Company: Pidilite Industries

Location: Chennai, Defence Officer's Colony, India

Job Description:

Pidilite Industries, a leading consumer products company, is seeking a skilled and dynamic Executive Assistant to join their team in Chennai. As an Executive Assistant at Pidilite, you will provide comprehensive administrative support to senior executives and play a crucial role in ensuring the smooth functioning of the office. This position requires exceptional organizational skills, attention to detail, and the ability to handle confidential information with discretion.

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#### Responsibilities:

1. Administrative Support: Assist senior executives with day-to-day administrative tasks, including managing schedules, coordinating meetings and travel arrangements, and handling correspondence.
2. Calendar Management: Maintain and organize executive calendars, schedule appointments, and coordinate meetings with internal and external stakeholders.
3. Communication Management: Draft and prepare professional emails, letters, and other documents on behalf of the executives. Handle incoming and outgoing communications and ensure timely responses.

4. Meeting Coordination: Plan, organize, and coordinate meetings, conferences, and events. Prepare agendas, collate materials, and take minutes during meetings as required.
5. Travel Arrangements: Make travel arrangements, including flight bookings, hotel accommodations, and ground transportation, for executives and visitors.
6. Documentation and Filing: Manage and maintain confidential files, records, and documents. Ensure proper documentation and organization of information for easy retrieval.
7. Follow-up and Reminders: Monitor and track pending tasks, deadlines, and action items. Provide timely reminders to executives to ensure tasks are completed on time.
8. Information Management: Conduct research, gather information, and prepare reports and presentations for executive review. Compile and analyze data as needed.
9. Relationship Management: Build and maintain effective working relationships with internal teams, external stakeholders, and clients. Act as a liaison between executives and other departments.
10. Confidentiality: Handle sensitive and confidential information with discretion and maintain a high level of confidentiality at all times.

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#### **Pidilite Careers**

#### **Requirements:**

- Bachelor's degree in Business Administration, Management, or a related field.
- Proven experience as an Executive Assistant or similar role, preferably supporting senior executives.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and accuracy in work.
- Ability to multitask and prioritize workload effectively.
- Strong interpersonal skills and ability to work collaboratively in a team environment.
- Professional demeanor and ability to maintain confidentiality.
- Flexibility to adapt to changing priorities and work under pressure.

Previous experience in a corporate or office setting is preferred.

**Important Links** [Find the Link in Apply Now Button](#)

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