

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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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.

Date posted

June 6, 2023

Valid through

31.12.2023

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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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