

6/10/2022

PLACEMENT NOTICE
FOR GRADUATES/ EX-STUDENTS STUDENTS AND ALUMNI
OF B.COM, BMS, BAF, B.A.MMC, B.SC (IT & CS), M.COM & M.SC (IT)

BE PLACED is looking for an Executive Assistant in their company.

Details are as below :

COMPANIES & JOB PROFILE	BE PLACED (FOUNDER'S OFFICE)
Location	Thane West
JOB POSITIONS/ PROFILES:	Executive Assistant
JOB DESCRIPTION :	<ul style="list-style-type: none"> ● Assisting the managing director for all his day to day operations, on-going projects & portfolios. ● Primary point of contact among leadership team, other team members and stakeholders. ● Dealing with a variety of accounting holders queries and requests from across the business and facilitating general administrative duties. ● Preparation/formatting of documents and other correspondence. ● Imperative is to plan thoroughly along with attentive research and maintain timely follow-ups, along with vetting and documenting necessary information carefully. ● Managing calendar, schedule, emails, phone calls, on-behalf meetings and approvals. ● Drafting and formatting of memos, MOM, agendas or setting up meetings ● Plan & manage travel, events, accommodations and bookings seamlessly. ● Carrying out strong negotiations, networking and building relationships. ● Fire fighting in case of any type of escalations coming to the CEO level and managing the same. ● Delegate and allocate work accordingly within the team and be updated with the working of the team. ● Managing WFM (Workflow Management) and keeping a close update on the performance of the team members and different departments. ● Foremost is to ensure that tasks are concluded in a timely manner and the pipelines of tasks are cleared. ● External liaising, growing the existing network and flourishing the existing one with Industry ● leaders, Influencers, Bureaucrats and other prominent and credible personalities. ● Managing and keeping Linked-in & social media accounts active by posting relevant content, replying to DM and connecting with the target audience. ● Maintain trackers for future records and ensure submission of

	weekly, monthly and quarterly reports with required data points or insights and analytics.
RESPONSIBILITIES	<ul style="list-style-type: none"> ● 1 to 3 years of experience is essential ● Excellent communication skills ● Time management & Multi Tasker ● Excellent problem solver and people's person ● Best with email, telephone and meeting etiquettes ● Strong negotiation & convincing skills ● Maximum availability and always on toes ● Should be fit, healthy, happy, well groomed and presentable ● MS office & G Suite ● Good with reports & analytics ● Well balanced self-confidence to take accurate decisions at the right time ● Flexibility & adaptability is the key in this fast moving role
Qualifications	Graduate is compulsory
SALARY	upto 4 LPA
EXPERIENCE	1 to 3 years
How to Apply	Send your Resumes in PDF format on placements@nirmala.edu.in latest by Saturday, 8th October, 2022 by 12 noon.

Note-Company is looking for immediate joiners



I/C Principal