

Secretary | Personal Assistant - Director

- Role: Office Admin
- Industry Type: Real Estate / Mining / Entertainment
- Functional Area: Administration & Facilities
- Employment Type: Full Time, Permanent
- Location: Raipur, Chhattisgarh

Education

- UG: Any Graduate

Personal Assistant Job Description

We are looking for a versatile and highly-organized personal assistant to perform personalized administrative duties for Senior Management. In this role, you will be responsible for scheduling meetings, taking notes, and handling correspondence on behalf of managers. You may also be required to make travel arrangements and assist with other duties when required.

Personal Assistant Responsibilities:

- Reporting to Senior Management and performing secretarial and administrative duties.
- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

Personal Assistant Requirements:

- Discretion and trustworthiness: you will often be party of confidential information.
- 1-2 years of experience as a personal assistant would be advantageous.
- Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
- Advanced typing, note-taking, recordkeeping, and organizational skills.
- Ability to manage internal and external correspondence.
- Working knowledge of printers, copiers, scanners, and fax machines.
- Proficiency in appointment scheduling software such as MS Outlook, as well as call forwarding.
- Excellent written and verbal communication skills.
- The ability to be proactive and take the initiative.