

## Job Description: Assistant Executive

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**Job Title:** Assistant Executive

**Department:** Admin / Operations

**Reporting To:** Management Team

**Location:** Dadar, Mumbai Maharashtra

**Experience:** 2 to 5 years

**Salary:** 20k to 30k

**Gender:** Female

**Age Criteria:** 25yrs to 40yrs

**Availability of Joining:** Immediate - 15 days

**Preferences:** Mumbai based candidates only (No Relocation)

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### Key Responsibilities

- Coordinate and organize the CEO's meetings, including scheduling, agenda preparation, minute-taking, and ensuring timely follow-up on action items to drive effective execution.
- Manage and maintain the CEO's calendar by prioritizing appointments, meetings, and business commitments to ensure efficient time management.
- Handle incoming emails, phone calls, correspondence, and other communications with professionalism, confidentiality, and prompt responses.
- Conduct research, gather relevant information, and compile data to support business decisions, reports, presentations, and strategic initiatives.
- Prepare, review, and format business documents, reports, proposals, presentations, and other executive correspondence with accuracy and attention to detail.
- Coordinate travel arrangements, including flights, accommodation, transportation, and travel itineraries, ensuring smooth execution of business travel.
- Act as the primary point of coordination between the CEO and internal departments, clients, consultants, vendors, and external stakeholders, ensuring effective communication.
- Maintain confidential files, records, and sensitive business information while exercising the highest level of discretion and professionalism.
- Provide administrative and operational support for special projects, meetings, business events, and executive initiatives, ensuring timely completion of assigned tasks.
- Prepare high-quality and professional PowerPoint presentations for board meetings, client presentations, business reviews, and strategic discussions.
- Coordinate with cross-functional teams to track project progress, monitor deadlines, and ensure timely execution of key deliverables.
- Demonstrate willingness to travel across Mumbai for meetings, site visits, and business engagements as required by the CEO.
- Be flexible with working hours to support extended meetings, urgent business requirements, and executive priorities beyond regular office hours.
- Perform any additional executive assistance, coordination, and administrative responsibilities assigned by the CEO to support the organization's operational and strategic objectives.

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## Qualifications

- Bachelor's degree in Business Administration, Management, Commerce, or a related field.
- 2–5 years of experience as an Executive Assistant, Personal Assistant, Executive Coordinator, or in a similar administrative role.
- Excellent verbal and written communication skills in English; Hindi and Marathi will be an added advantage.
- Strong organizational, time management, and multitasking abilities with keen attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
- Ability to prepare professional presentations, reports, and business documents.
- High level of discretion, integrity, and ability to handle confidential information.
- Strong interpersonal and stakeholder management skills with a proactive and solution-oriented approach.
- Ability to work independently, prioritize multiple tasks, and meet deadlines in a fast-paced environment.
- Willingness to travel across Mumbai and flexibility to work beyond regular office hours whenever required.
- Professional appearance, positive attitude, and strong problem-solving skills.

Please share your resume at: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)