



EXECUTIVE ASSISTANT

Location: Mumbai

Company Profile: A French Wine and Spirits Company.

Function: Executive Assistant/ Administrative.

Job Description (including but not limited to)

- Handling communication, maintenance of reports, documentation, email, phone calls, identifying scope for process enhancements for improved services while handling the correspondence with other external agencies
- Planning and organizing global meetings, taking minutes of the meeting, making presentations executing all the administrative work, documentation, and appropriately filing the confidential documents.
- Managing overall relationship management and liaising with various authorities and departments for smooth commercial operations while planning and implementing preventive measures to ensure smooth functioning. Setting up meetings/receiving VIP Partners, coordinating business meetings, maintaining systematic records, and managing the correspondence while working in synchronization with cross-functional departments.
- Reporting expenses, planning and organizing meetings and interviews while ensuring the effective rendering of services to enable a smooth flow of day-to-day operations.
- Demonstrated skills in relationship management coupled with expertise in taking minutes of the meeting, handling confidential information to top management.
- Meet corporate, individual, and departmental service standards consistently using excellent planning, execution, monitoring, and resource balancing skills.
- Attention to detail and ability to maintain cross-functional coordination; possess valuable insight, keen analysis, and team approach to implement best practices used in organizing secretarial and administrative activities.
- A thorough professional, with high caliber, work orientation, and ability to handle multiple functions and activities in a high-pressure environment due to the inherent ability to identify as well as prioritize tasks at hand.

Key Skills:

- Administration
- Executive Assistant
- Office Management
- Facilities Management
- Travel Arrangements
- Event Management

Mumbai office:
4th Floor, A-Wing, One Forbes
Building, No-1, Dr. VB Gandhi
Marg, Kala Ghoda, Fort,
Mumbai - 400 001
Tel: +91 22 6845 9800
contact@ifcci.org.in

Delhi office :
DLTA Complex, R K Khanna Stadium,
1st Floor (Gate 3), 1, Africa Avenue,
New Delhi - 110 029, India.
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Chennai office :
Old 27, New 66, III Street,
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Bangalore office :
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Prestige, Meridian II, No. 30,
MG Road, Bangalore - 560 001, India.
Tel : +91 80 6194 9799
contactbangalore@ifcci.org.in



- Public Relations
- Reporting & Documentation
- Secretarial Assistance
- Supervision & Control
- Operations Management
- Detailed Focus/ Analytical

Job-Requirement:

Education: Graduate

Experience – 3 to 4 years as an EA/Admin.

Please send your CV to employment.service@ifcci.org.in

About Indo-French Chamber of Commerce & Industry (IFCCI)

Established in 1977, the Indo-French Chamber of Commerce and Industry (IFCCI) belongs to a worldwide network of 120 French Chambers (CCIFI) in 90 countries with over 33,000 companies. IFCCI is one of the most active bilateral chambers in India that promotes mutually beneficial trade relations between India & France and caters for its members' needs and interests. For more information, please visit <https://www.ifcci.org.in/>

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<https://www.ifcci.org.in/recruitment.html>

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