

Détail de l'offre : EXECUTIVE ASSISTANT

Partenaire	IFCCI CCI France-Inde
Adresse	Indo French Chamber of Commerce & Industry French Bank Building, 4th Floor, 62 Homji Street, Fort - Mumbai
Code postal	400001
Ville	Mumbai
Référence	22D1658290332
Titre	EXECUTIVE ASSISTANT
Description du poste	<p>Job Description (including but not limited to)</p> <ul style="list-style-type: none"> * 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.
Type de contrat	More information in the folded file Emploi
Métier	Communication / Création
Société	A French Wine and Spirits Company
Localisation	Mumbai
Pays	Inde
Secteur	Agriculture / Viticulture / Pisciculture