

Job Title:	Executive Assistant
Department:	Administrator
Reporting:	COO

Position Summary:

We are looking for an energetic and motivated individual for the post of Executive Assistant and Admin. You must be highly organized, detail oriented, self-motivated, able to handle highly confidential information, as well as demonstrate ability to respond effectively to changing workloads and priorities.

- You will be assisting the COO and Management in day to day activities to provide seamless support to the group.
- Your job profile will also include managing appointments, preparation of documents, plan cost effective travel, visa and hotel arrangements, reply phone calls.
- As an administrator you will be required to ensure that the office functions efficiently on daily basis. You will be required to ensuring wellbeing of the office, reporting, making purchases for the office, and organize, execute, and assist with team activities and logistics (meetings, on-sites/off-sites, and team social events). etc.
- As an EA and administrator your job is to look after the overall well-being of the office and simplify COO job.
- You will be reporting into a COO at Bryka However the COO might request your support in supporting other managers to help them in completion of their work.
- Maintain and verify the inventory and stock of all branches for day to day requirements like stationary, manual books, assignments, calculator printer ink Etc. day by day And arrange as per requirement always in advance by proper P.O. and make sure that every branch is mailing stock sheet and inventory sheet every day.
- You will be tested on your written communication skills for drafting letters and emails to client on behalf of COO.
- You will be tested on your skills upon applying for the role You have experience in scheduling meetings across time zones You will be tested on your ability to find the right time for a meeting between various people in different time zones.
- You will be tested on the above skills as well as your iCloud doc and iCloud sheet skills upon applying for the role.
- You should have experience with outlook calendar and emails.
- Assisting COO in developing & implementing of business strategies and plans.
- Organizing meetings & schedules of COO.
- MIS Preparation - Stock Report & Sales Report.

Education And/or Experience Required:

- 2 + Years of Experience in EA and 1+ year of experience in Admin.
- Good written, verbal, and interpersonal communication skills.
- Familiar with email and MS office.
- Organisational and management skills.
- Ability to handle administrative details independently.
- Project management and problem solving skills.
- Ability to handle confidential information with discretion, and deal with professionals inside and outside the company.
- Graduate in any discipline.
- Should be user friendly with IOS technology and Laptop usage.