

**Job Title: Executive Assistant**

**Position: 1**

**Location:** Kanpur

**Job Type:** Full-Time

**Working Days :** Mon - Saturday

**Job Summary:**

We are seeking a highly organized and proactive **Executive Assistant** to support our senior executive(s) in managing day-to-day operations. The ideal candidate will be detail-oriented, tech-savvy, and capable of handling a wide range of administrative and executive support tasks with discretion and professionalism.

**Key Responsibilities:**

- Manage and maintain executive schedules, including meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Act as a liaison between the executive(s) and internal/external stakeholders.
- Coordinate logistics for meetings, events, and conferences.
- Handle confidential information with a high level of discretion and integrity.
- Track and follow up on important tasks, projects, and deadlines.
- Assist with expense reports and budget tracking.
- Organize and maintain files, records, and documentation, both digital and physical.
- Provide general administrative support to the executive and their team as needed.

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**Qualifications:**

- Bachelor's degree preferred; relevant experience may substitute for education.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- High level of proficiency with MS Office (Word, Excel, Outlook, PowerPoint), Google Workspace, and other productivity tools.
- Ability to multitask and work under pressure in a fast-paced environment.
- Proven ability to handle confidential information with discretion.

- Previous experience in a related role is required.