

## **RNS Job Descriptions**

**Job Title:** Executive Assistant

**Location:** Minto Park, Kolkata

**Reporting To:** MD

### **Position Overview:**

The Executive Assistant (EA) will provide high level administrative support to Managing Director, ensuring the smooth operation of daily activities. The role involves managing schedules, coordinating meetings, communications, and performing various administrative tasks to support the executive's efficiency and productivity.

### **Key Responsibilities:**

1. **Calendar Management:**
  - Manage complex calendars, including scheduling meetings, appointments, and travel arrangements.
  - Proactively resolve scheduling conflicts and prioritize tasks to meet deadlines.
2. **Communication Management:**
  - Serve as the point of contact between the executive and internal/external stakeholders.
  - Draft, review, and manage emails, reports and other written communications.
  - Screen and direct phone calls as needed.
3. **Meeting Coordination:**
  - Plan and coordinate meetings, including preparing agendas, material and meeting minutes.
  - Ensure follow ups on action items are completed promptly.
4. **Travel and Logistics:**
  - Arrange domestic and international travel including flights, hotels, transportation and itineraries.
  - Troubleshoot travel issues and adjust plans as necessary.

5. **Administrative Support:**

- Prepare presentations, reports and documentation for executive reviews.
- Handle expense reporting, invoices and budget tracking.
- Manage confidential and sensitive information with discretion.

6. **Project Management Support:**

- Assist in planning and executing special projects as assigned by the executive.
- Research and compile information to support decision making

7. **Office and stakeholder Management:**

- Develop and maintain relationships with key stakeholders, both internally and externally.
- Coordinate logistics for events, conferences, and other executive level engagements.

**Remeration** : 05 to 07 Lacs PA

**Skills and Qualification :**

- Bachelor's degree in Business Administration or a related field (preferred).
- Minimum of 4-7 years of experience as an Executive Assistant or in a similar high-level administrative role.
- Excellent organizational, time-management, and multitasking skills.
- Strong verbal and written communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work under pressure, with a proactive and flexible approach.
- High level of discretion, integrity, and confidentiality.
- Ability to build relationships across all levels of the organization.
- Experience in managing complex schedules and travel arrangements.