

We are seeking a **highly organized and proactive Executive Assistant** with 6–10 years of experience to support the Business Head and senior leadership team. This role requires exceptional communication skills, strong time management, and the ability to handle multiple priorities in a fast-paced environment.

Role Requirements

- Graduate/Post Graduate (Commerce background preferred).
- 6–10 years of relevant experience in executive support or administrative roles.
- Excellent verbal and written communication skills.
- Strong proficiency in Microsoft Office Suite (Word, PowerPoint, Excel).
- Exceptional organizational skills and ability to multitask effectively.

Key Responsibilities (indicative)

- Manage and coordinate **travel bookings, visa arrangements, and calendar scheduling.**
- Efficiently handle **expense management and vendor relationships.**
- Prepare **client communication and presentations.**
- Provide comprehensive support to the **Business Head and the entire team.**

Location: Kalina, Mumbai (Work From Office)

Email your CV to: namrata.jashnani@centrum.co.in, info@modulusalternatives.co.in

