

Position : Executive Assistant

Report to : Registrar

Location : BML Campus, Sidhrawali, Gurgaon

Roles and Responsibilities

- Assisting Registrar and HoDs.
- Calendar Management Arranging Conference and Video Conference calls /Team Events/ Trainings/Conferences/Office management.
- Maintain an organized filing system of paper and electronic documents
- Administrative/ Secretarial assistance
- requests group meetings. Discussion room/Board room bookings and tracking.
- Dealing with a variety of ah-hoc queries and requests from across the departments.
- Schedule meetings and appointments and manage travel itineraries
- Advanced Microsoft Office skills, with an ability to become familiar with university - specific programs and software
- Proficiency in collaboration and delegation of duties
- Exceptional interpersonal skills
- Friendly and professional demeanour
- Adhere to strict level of confidentiality

Qualification, Experience and Skills required

- Minimum qualifications Bachelor s degree
- Must have- Excellent written and verbal communication skills, Time-management skills, Ability to pay attention to detail, Organisation skills, Ability to multitask, Interpersonal skills.
- Must have a working knowledge of frequently used computer software and programs, such as Microsoft Office (Word, PowerPoint, Excel)