

Job Description: Personal Assistant to MD

Job Title: PA to MD
Objective of Role: To assist managing director in all the daily matters fully.
Reporting to: Managing Director
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Should be a Graduate. Postgraduate degree in business administration would be preferable.3. Candidate shall be below 40 years of age
Experience: <ul style="list-style-type: none">• Minimum 7 years of relevant working experience as an executive assistant/ PA in a good industry.

Role Description
Responsibilities
<ul style="list-style-type: none">• Manage and maintain the MD's diary and email account.• Filter emails, highlight urgent correspondence and print attachments.• Organize inbound emails into the appropriate folders and any relevant information to be copied into the correct file on the hard drive.• Respond to emails as much as possible, dealing with appointments, requiring Bio or photos etc.• Ensure busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc. and troubleshooting problems.• Conduct weekly diary meetings with the MD to discuss upcoming engagements, invitations and other requests.• Schedule on behalf of the MD meetings between him and his direct reports and the committees and groups to which he is a member.• Coordinate travel and accommodation requirements in connection with others and ensure arrangements in place for the MD match his requirements.• Filter general information, queries, phone calls and invitations to the MD by redirecting or taking forward such contact as appropriate.• Ensure the MD is fully briefed on, or prepared for, any engagements he is involved in. Keep and maintain an accurate record of papers and electronic correspondence on behalf of the MD.• Prepare correspondence on behalf of the MD, including the drafting of general replies.• Minute general meetings as required and complete research on behalf of the MD.• Keep and retrieve files.• Ensure guests meeting with the MD are well taken care of.• Provide a service that is in line with the MD's work habits and preferences.• Candidate should have ability to communicate effectively both orally and in writing.

