

Job Description – Executive Assistant (FMCG Industry)

Job Title: Executive Assistant (EA)

Department: Administration / Management

Location: Netaji Subhash Place, Delhi/ Kala Amb, Himachal Pradesh

Experience: 2–5 Years

Industry Preference: FMCG (Preferred)

Qualification: Graduate or MBA (Preferred)

Job Summary

We are looking for a highly organized and proactive Executive Assistant to provide administrative and operational support to senior management. The ideal candidate should possess excellent communication, coordination, and time management skills, with the ability to handle confidential information and manage multiple priorities efficiently.

Key Responsibilities

- Manage the executive's calendar, appointments, meetings, and travel arrangements.
- Coordinate internal and external meetings, prepare agendas, and record meeting minutes (MOM).
- Handle email correspondence, phone calls, and other communications on behalf of the executive.
- Prepare reports, presentations, MIS, and other business documents.
- Follow up with internal departments to ensure timely completion of assigned tasks.
- Coordinate with cross-functional teams including HR, Sales, Purchase, Finance, Production, and Operations.
- Maintain confidential files, records, and important documents.
- Organize business meetings, conferences, and client visits.
- Track pending tasks and provide regular status updates to management.
- Assist in preparing presentations, business proposals, and management reports.
- Handle travel bookings, hotel reservations, and expense statements.
- Perform any other administrative responsibilities assigned by management.

Required Skills

- Excellent verbal and written communication skills.
- Strong knowledge of MS Office (Excel, Word, PowerPoint, Outlook).
- Good coordination and follow-up skills.
- Strong organizational and multitasking abilities.
- Ability to maintain confidentiality and professionalism.
- Problem-solving and decision-making skills.
- Good email drafting and documentation skills.

Preferred Candidate Profile

- Experience working as an Executive Assistant, Personal Assistant, or Executive Coordinator.
- Experience in the FMCG industry will be an added advantage.

- Professional personality with good interpersonal skills.
- Married Female candidates preferred .

Working Days

- Monday to Saturday (First Saturday off)