

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-assistant-to-director/>

HIRING ORGANIZATION

Shyam Steels

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Siliguri, India

DATE POSTED

? March 24, 2026

EXECUTIVE ASSISTANT TO DIRECTOR

BASE SALARY

INR 14000 - INR 25000

DESCRIPTION

Job Position: Executive Assistant to Director
Manage schedules, meetings, and communication for the director efficiently.

Organization: Shyam Steels

Location: Siliguri

Employment Type: Full-time

Salary: ?14,000 – ?25,000 per month

Experience Required: Minimum 3 Years

Contact: WhatsApp – +91 9775052000

About the Company

Shyam Steels is a well-known company in the steel manufacturing industry. The company focuses on quality production and efficient business operations.

Job Overview

This role is ideal for experienced professionals who can support top management. You will work closely with the director and manage daily administrative and coordination tasks.

Key Responsibilities & Role Details

- Manage director's daily schedule and appointments smoothly
- Handle emails, calls, and official communication
- Coordinate meetings and prepare meeting details
- Maintain important documents and records
- Arrange travel plans and bookings
- Coordinate with different departments

Eligibility & Skills Required

- Graduate in any field
- Minimum 3 years experience as Executive Assistant
- Knowledge of Bengali, Hindi & English
- Good communication and coordination skills
- Proficiency in MS Office (Word, Excel, PowerPoint) & Google Sheets
- Organized and detail-oriented

Perks & Benefits

- Provident Fund (PF)
- Professional work environment
- Growth opportunity in corporate role

How to Apply

Send your CV via WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

WhatsApp: +91 9775052000