

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-to-ceo/>

## HIRING ORGANIZATION

Spirezen Enterprises Pvt. Ltd

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Coimbatore, India

? Remote work from: India

## DATE POSTED

? March 30, 2026

# PERSONAL ASSISTANT TO CEO

## BASE SALARY

INR 8000 - INR 8500

## DESCRIPTION

**Company:** Spirezen Enterprises Pvt. Ltd

**Location:** Hybrid remote in Coimbatore, Tamil Nadu

**Job Type:** Fresher

**Salary:** ?8,000 per month

**Contact:** [spirecare@spirezenenterprises.com](mailto:spirecare@spirezenenterprises.com)

### Job Overview

The role is for a Personal Assistant to the CEO & MD. You will manage schedules, communications, projects, and coordination across multiple business verticals while gaining insight into startup operations.

### Key Responsibilities

- Manage CEO's calendar, meetings, inbox, and follow-ups
- Coordinate between CEO and internal teams (HR, Marketing, Web Development, Social Media)
- Track projects and flag risks or delays
- Prepare presentations, reports, and documents
- Conduct business research and maintain records
- Support logistics for events, workshops, and onboarding

### Requirements

- Knowledge of Executive & Personal Assistance
- Experience in diary management and scheduling

- Strong clerical, administrative, and time-management skills
- Excellent communication and multitasking abilities
- Professional, detail-oriented, and able to handle confidential information
- Ability to work independently and remotely
- Freshers welcome (0–1 year experience)
- Bachelor's degree or equivalent in business administration or related field preferred
- English required; Tamil preferred

#### **How to Apply**

- Send your resume with a short note (150–200 words) on why you want to work closely with a founder to: [spirecare@spirezenenterprises.com](mailto:spirecare@spirezenenterprises.com)
- Subject line: PA to CEO Application — [Your Name]

**Work Location:** Hybrid remote in Coimbatore, Tamil Nadu