WORK VAPOR

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PERSONAL SECRETARY TO THE SENIOR MANAGER BANGALORE

JOB LOCATION

Bengaluru, N/A, Bengaluru, Karnataka, INDIA

DESCRIPTION

Vihaans Recruitment Consulting

Personal Secretary to the Senior Manager Bangalore

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22 hours ago
Full–time

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Job description

Job Title:

HIRING ORGANIZATION

Vihaans Recruitment Consulting

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 30,000 - INR 35,000

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Personal Secretary – Senior Manager

Location:

Old Madras Road, Bangalore

Reports To:

Senior Manager Head Of Office

Job Summary:

Seeking a highly organized bold, attractive & dynamic Personal Secretary to support the Senior Boss. She will manage the boss calendar, coordinate activities, handle travel arrangements, food, personal wardrobe, perfume, shopping, clothing, cars, and household properties and end to end lifestyle and organizing his private and discreet confidential meetings and also assistance with boss personal cabin, his files, folders, diaries, attendance management etc.

1) She has to undertake the management of the office details of running a conference or arranging catering, flowers, guest lists for lunch and dinner meetings and late-night events and night parties and socializing meet for VIP'S, Celebrities, Rich Affluent Class people in India and Globally.

2) She will provide day-to-day support for High Profile guests and VIP'S, Celebrities, Elite Class Customers and Rich Affluent Class managing and organizing their private, personal and discreet meetings and looking after all their private needs and personal requirements on a day-to-day basis including their food, lunch, drink, grooming and shopping requirements, travels, night parties and organizing night clubs and their personal and private discreet meetings

3) Household management, including administration and maintenance pertaining to running a household for boss.

Qualifications:

1) Work experience as Personal Secretary, Executive Assistant similar roles.

2) Proficiency in MS Office Suite.

3) Outstanding organizational and time management and interpersonal skills.

4) Familiarity with office gadgets and applications.

5) Excellent verbal and written communication skills.

6) Extrovert person and she should be open for dating with the boss private & discreet meeting.

7) Discretion and confidentiality.

8) Experience in a similar role in the corporate sector.

9) Bachelor' Degree.

10) Ability to travel with boss globally.

Company Perks & Benefits:
• Competitive salary & Equity (with joining bonus).
• Unlimited paid vacation time.
• 34 days paid country holidays (following your country of residence holiday calendar).
• Paid sick leave.
• Latest MacBook Pro.
• Monthly Wellness Stipend.
• Regular team gatherings in global offices.
• Paid parental leave.
• Work from office 5 Days Onsite

Benefits:
• 401(k)
• Dental insurance
• Health insurance
• Paid time off
• Parental leave
• Professional development assistance
• Vision insurance

Experience Level:
• 8 to 10 years of experience as Personal Secretary, Executive Assistant or in similar roles.

Schedule:
• Shift 8-hour Day shift
• Role Permanent Position
• Work Mode Onsite
• 9AM to 5PM IST
• Sat and Sun Fixed Offs

Correspondence and Communication:

· Manage the Boss email inbox, prioritizing and responding to correspondence as appropriate.

· Draft professional emails, letters, and documents as required.

· Facilitate seamless communication between the boss and various teams or stakeholders.

Event and Activity Coordination:

· Plan and organize events, meetings, and conferences for the Boss office.

· Manage all event logistics, guest lists, and associated administrative tasks.

Ad-Hoc Support:

· Undertake special projects and research initiatives as directed by the Boss.

· Provide assistance in preparing reports, data analysis, and presentations as needed.

Share CV at anupama.eliteconsultanthrservices@outlook.com