

Min. 08 year(s) of Experience
INR 6, 00,000 – 15, 00,000 P.A.
Jaipur, Rajasthan

POSITION OVERVIEW – EA (Executive Assistant) to the Managing Director

This is a key role, supporting the work of Global Surfaces Ltd at the most senior level. Reporting to the Managing Director you will be required to Support the day to day work of the Managing Director.

You will have access to confidential information, requiring absolute discretion at all times and therefore the ability to organize and prioritize tasks is a key requirement. You will have demonstrable experience of working at a similar level and proven administrative, secretarial and office skills. You will need to be able to plan, organize anticipate requirements well in advance to support the smooth running of the business.

You will have excellent written and verbal communication skills and be experienced at dealing with a range of external stakeholders including Global Surfaces Ltd's key client groups, with industry and business support at local, regional and national levels in addition to Global Surfaces Ltd's board.

MAJOR RESPONSIBILITIES/DUTIES -

Working with the Managing Director to:

- Ensure statutory requirements are identified and met.
- Contribute to the overall development of GSL and its activities.
- Maintain and develop systems, procedures and records in line with the organization's policies and objectives.
- Ensure necessary records are maintained that can readily provide current, accurate and accessible information.
- Work within the framework of GSL's corporate plan as directed by the Managing Director.
- Support the Managing Director in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing contracts and relationships with stakeholders and partners.
- Support the Managing Director in the preparation of all documentation required for key decision making as required.
- Under the guidance of the Managing Director ensure GSL's corporate methods for monitoring and evaluating the effectiveness and impact of the company's strategic initiatives.

PERFORMANCE COMPETENCIES AND CRITERIA:

Working with the Managing Director and other staff to:

- Comprehensive administration duties in support of the Managing Director, board and senior management team.
- Arranging travel and accommodation for the Managing Director.
- Day to day planning and organization of the Managing Director's diary.
- Dealing with the Managing Director's post and correspondence.
- Set up meetings and appointments, organizing venues and hospitality for visitors etc.
- Take responsibility for the ordering of stationary and office supplies.
- Service the board including the production of agendas, minutes and key papers.
- Document minutes of all meetings as directed by the Managing Director.
- Undertake mailings and communication as directed by the Managing Director.
- Set up and maintain the integrated electronic and paper based filing systems.
- Work with the communications team to maintain and develop databases and mailing lists to ensure they are current and up to date at all times.
- Maintaining the company's records in appropriate manner.
- Any other duties appropriate to the post.

REQUIREMENTS/QUALIFICATIONS:

Applicant must be able to demonstrate understanding, experience and ability as follows:

Essential

- You will have demonstrable experience of working in a similar role at a comparable level in a company.
- Have an understanding of the requirements and implications of working to a Managing Director.
- IT literacy; experience of Word, Excel, PowerPoint, Google drive, access database software etc.
- Excellent administration and secretarial skills.
- An understanding of the statutory responsibilities of running a company.
- Excellent verbal and written communication skills.
- Willing to travel.

Vacancy: 01 Positions

Industry: Manufacturing/Exporting

Employment Type: Full Time, Permanent

About Us

Global Surfaces Ltd. A Manufacturing & exporting company located in Jaipur, India, is North India's Leading miner, producer and exporter of Natural stones & Engineered Quartz from India. 'Nature's Eternal impression' is what GSL explores and caters to the world.

Revived and turned around from a sick and closed unit to a profitable and world renowned organization, by the valiant efforts of its Managing Director, Mr. Mayank Shah, GSL brings to the world a wide range of stones that include Granite, Marble, and Soft Quartzite, Soapstone and Phyllite, Engineered Quartz in Slab, Tile, Counter Top and Cut to Size Shapes and Forms. Like a sculptor Global Stones Pvt Ltd., has created an eternal Impression on the Global market scenario. Its many achievements are also testimonial to its commitment to quality and building a family of satisfied customers.

Since its inception in 2004 GSL has been a key contributor in stone industry Worldwide. It is one of the leading integrated Granite/Marble and Quartz Company has Unmatched reputation, where consistent quality of international standard is maintained right from selecting raw material to creating modern design with the innovative ideas to manufacturing process with a cutting edge technology in a state-of-the-art facility.

Contact Us

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or follow us on:

