

Job Opening: Executive Assistant

Company Name: Sri Ram Spinning Mills

Job Title: Executive Assistant

Job Type: Full Time

Category: Administration

Experience Level: Fresher

Salary: INR 25000 - INR 28000

Job Location: Himayangar

Job Description:

- Assist the CEO with scheduling, managing appointments, and daily operations.
- Organize and maintain the CEO's calendar, ensuring meetings and appointments are well-planned.
- Handle communication, including emails and letters, on behalf of the CEO.
- Coordinate with internal teams and external stakeholders for meetings and follow-ups.
- Draft formal letters and documents as required by the CEO.
- Ensure smooth functioning of office operations, assisting wherever necessary.