



Enrika Trades and Services Private Limited

(JV Gokal Group Company)

CIN : U29248MH2008PTC183380

Job Description – Executive Assistant

'Enrika Trades & Services Pvt. Ltd.' is a part of 50-year-old "JV Gokal Group of Companies" which has its global presence in Russia, Kazakhstan and CIS, U.A.E., Singapore, Hong Kong, and South African Countries. We are seeking for an energetic, enthusiastic friendly 'Executive Assistant' to manage responsibilities with ease.

What you'll do

- Read, monitor and respond to the Directors' emails based on their guidance
- Answer calls and liaise with clients or associates competently
- Plan, organize and manage meetings to be attended by the Senior Management Team, prepare MOM and follow up on the tasks/ action decided in the meetings
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Assist in pipeline/forecast preparation for meetings
- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings as well as travel itineraries
- Work closely with Senior Management Team and effectively manage task management for them with efficient follow-ups

What you'll need

- Preferred MBA/PGDM from a reputed college/ university
- 2-3 Years of Work Experience as an Executive Assistant
- Excellent written and verbal communication skills with attention to detail in documentation and meetings