

Position : Executive Assistant to CMD

Unit & Location : Corporate Office (Gurgaon)

Exp. : 6-8 Years

CTC (PA) : 4 - 6 Lacs

Age : 30+ Years

Qualification : B.E. / CA / MBA / Post Graduation

Desired Profile :

- 1) Mature person with Excellent Communication, Coordination & Presentation skills
- 2) Should be thorough methodical and able to set priorities
- 3) Should be able to strategise and analyse
- 4) Should be able to handle all the correspondence needs independently
- 5) Should be comfortable in interacting with senior people
- 6) Good in crisis management skills with good reflexes
- 7) Should have very pleasing personality

Role

Candidate will be responsible for

Preparing daily MIS pertaining to Auto News from Media, Status of various ongoing Projects

Preparing monthly MIS pertaining to Competitor Analysis, Departmentwise Objective Performance Tracking and detailed Factory Performance Report

Keeping track of various trend updates pertaining to Indian Economic Scenario, Indian Automotive Industry, Indian 2 Wheelers Industry, Indian Pass Car Industry, Indian MUV (Multi Utility Vehicle) Industry, Indian LCV (Light Commercial Vehicle) Industry and Indian M&HCV (Medium & Heavy Commercial Vehicle) Industry

Coordination with ACMA (Automotive Component Manufacturers Association) for Upcoming Mission Presentation, Specific Data requirements, Ministry related matters, 10 Year Mission Plan Task Force related matters, Media related queries and Survey Forms

Handling Circulars/ Invitations received from CII and responding on behalf of CMD

Coordinating for CII SME (Small & Medium Enterprises) Council meetings, Preparing Presentations, Talk Points, Background Papers, Mission-related data

Organising CMD's interview with magazines, newspapers, circulating press coverages, articles of importance, current news items clippings for business partners (companies)