

Recruitment for the post of Executive Assistant to MD for M/s India Circuits Pvt. Ltd, PCB manufacturing industry, Panchkula

Established in the early 90s, ICL brings over 20 years of expertise to the industry. Their wide range of offerings, including Single Side PCB, Double Side PCB, Metal Core PCB and Aluminum PCB, showcase their expertise and dedication to delivering high-quality products.



Deployment Requisition Template

- a) JobRole/Designation: **EA TO MD**
- b) NumberofCandidatesRequired: **1**
- c) Minimum Qualification: **Bachelor's**
- d) MinimumExperience(ifany): **3 years**
- e) MonthlyRemuneration: **15k to 35k**
- f) Deployment Location: **India Circuits Pvt. Ltd, Plot no.195-196, Industrial area, Phase-2, Panchkula**
- g) Extra Job benefit: EPF, ESI & Annual Bonus etc

JOB RESPONSIBILITY

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the MD including those of a highly confidential or critical nature
 - Work closely with the MD to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
 - Anticipate MD's needs in advance of meeting, conference etc.
 - Coordinate Executive Communication, including taking calls and responding to emails and interfacing with clients.
 - Drafting official letters for Managing Director.
 - Managing information flow in a timely and accurate manner.
 - Provide general administrative support.
 - Must have good communication skills, good knowledge of computers.
 - Preferably male & local candidate.
- h) TermsandConditionsof Deployment: **Provide in appointment letter.**

