JOB DESCRIPTION – Schneider

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| Name of the client  | Schneider Electric India Pvt. Ltd.  |
| Website  | [www.se.com](http://www.se.com/)  |
| Profile Name  | Executive Assistant |
| Payroll  | Vision India Services Pvt.ltd  |
| Qualification  | Graduate / Post Graduate  |
| Trade /Specialization/Branch  | Any  |
| Male / Female candidate  | Female  |
| No. of mandate / requirement expected  | 1  |
| Fresher / Experienced (If experienced then No. of years of exp required min-max)  |  8 – 10 years  |
|  Workplace – detailed address  | Attibelle, Bangalore  |
|             Offered JD/Job role  |  ✓ ✓ ✓ ✓ ✓  | Answering phones and routing calls to the correct person or taking messages. Handling basic bookkeeping tasks. Filing and retrieving corporate records, documents, and reports. Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives. Helping prepare for meetings & accurately recording minutes from meetings.  |
|   | ✓  | Greeting visitors and deciding if they should be able to meet with executives.  |
|  | ✓  | Reading and analyzing incoming memos, submissions, and distributing them as needed. |
|  | ✓  | Making travel arrangements for executives.  |
|  | ✓  | Opening, sorting and distributing incoming faxes, emails, and other correspondence.  |
|  | ✓   | Provide general administrative support  |
| Open to hire local candidates – (Yes/No)  | yes  |  |
| Open to hire from other state – (Yes/No)  | No  |  |
| Salary  | Up to 10 LPA  |
| Working hours (shift timings)  | 8:30 – 5:30pm   |
| Boarding / Lodging / Meal facility (Yes/NO) if yes pls mention rate in rupees per day  | Breakfast & lunch provided by the company Only duty with meal free  |
| Transportation is provided by company (Yes/NO)  | Yes  |