

JD For Executive / Sr. Executive – Business Analyst Cum Administrative Assistant

Department/Faculty/School: MIT World Peace Dome

Reports to: (Title) – Director

Location: Loni Kalbhor, Pune

Roles & Responsibilities:

1. Acting as the point of contact between the executives and internal or external colleagues, organizing meetings and booking meeting rooms, handling correspondence, making travel arrangements and detailed travel itineraries, taking dictation and minutes and writing them up subsequently etc
2. Maintaining the current filing and database system, and looking for ways to improve current systems, Preparing financial statements, reports, memos, invoices letters, and other documents, answering phones and routing calls to the correct person or taking messages, Handling basic bookkeeping tasks.
3. Filing and retrieving records, documents, and reports, helping prepare for meetings and accurately recording minutes from meetings, using various software, including word processing, spreadsheets, databases, and presentation software.
4. Performing office duties that include ordering supplies and managing a records database, opening, sorting and distributing incoming faxes, emails, and other correspondence, provide general administrative support, drafting Policies, Letters and MoU, Budgets, RFP's, SOP's and other documentation, coordinating with Multiple teams for Website, Social media, video support
5. Researching and conducting data to prepare documents for review and presentation as required, reading and analysing incoming memos, submissions, and distributing them as needed, business analysis, researching on various topics and summarising the draft on it, working on eradication and biological weapons and peace initiatives
6. Supporting in Events activities such as identifying and coordinating with speakers, sending invites, social media creatives collaboration and handling technical aspects of it

Desired Candidate Profile:

- Graduate or post-graduate in any discipline with 2 to 4 years of experience in administration function
- Ability to multitask and prioritise tasks
- Excellent time management skills
- Well-developed organisational skills
- Attention to detail
- Great verbal and written communication skills
- Professional discretion
- Excellent in MS Office and presentation skills
- Content writing

Cultural/Personality Traits

- Analytical Skills & organizing skills
- Interpersonal Skill
- Multiskilling & Time Management
- Presentation Skill
- Service & Quality Orientation