

Position Vacant	Executive Assistant to Joint Managing Director
Job Description / Responsibilities	<ul style="list-style-type: none"> • Prepare minutes of meeting, MIS, presentations, assists in budget planning, reviews and summarizes various reports and documents etc. • Acts as primary point of contact for all external & internal stakeholders prior to interface with Jt. MD. • Ability to make strong relationship/ connects especially at senior levels. • Co-ordinate with various team leaders and cross functional heads for effective deliverables. • Demonstrates extraordinary attention to detail on key deliverables. • Prioritize and manage multiple projects simultaneously. • Handle all outgoing and incoming correspondence of Jt. MD. Ensures up-to-date record of all files & documents, maintains confidentiality etc. • Assist in day to day operations, calendar management, scheduling meetings and appointments, maintaining email account for proper correspondence etc.
Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> • Relevant experience in banking/ securities business • Strong analytical and strategic thinking with exceptional communication and problem solving skills. • Preference will be given to candidates with experience in BI reporting tools. • Expertise in MS-Office
Educational Qualification	Graduate, preferably MBA/ CA or equivalent from recognized Universities in India.
Minimum Experience	5 years minimum
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>
Email to be sent to	careers@bobcaps.in
Website	www.bobcaps.in
Contact Person	Ms. Suchitra Bangera
Contact No.	022 – 61389300
Last Date for application	18 th April 2021