



JOB DESCRIPTION FORM

IDENTIFICATION			
Job Title:	Executive Administrative Assistant		
Unique Job Code	CPL-EA001	Date	17-06-2022
Business Area	Administration	Work Time	Full Time (Flexi)
Contract Type	Permanent	Location	Bengaluru (Bangalore)

PURPOSE

ROLE

The Executive & Administrative Assistant will be responsible for providing personalised executive and administrative support in the workplace in a well-organised and timely manner. The Executive & Administrative Assistant will take end to end responsibility business engagement, administration, vendor management, travel management and first level HR support.

The Executive & Administrative Assistant will be an integral part of the HR & Operations Team and will work closely with the top management to assist them in various areas. Responsibilities will include but not limited to executive's calendar and LinkedIn management, administrative point of contact between executives and internal/external clients, training management, general office functions/operations, handling executive's requests and queries, arranging quotes from vendors, travel arrangements for the team.

KEY TASKS & ACCOUNTABILITIES

- Manages calendars responds to and sends out meeting requests and ensures schedules are kept up-to-date and accurate. Resolves meeting conflicts and handles reschedules to accommodate more urgent time sensitive requests. Keeps managers informed of upcoming appointments and deadlines.
- Answer and refer incoming queries to appropriate person or department
- Execution of day-to day activities, process implementation as and when required.
- Coordinate scheduling of the meeting spaces
- Planning and management of office space, stationary as per the forecast,
- Assist and plan company meetings and events.
- Vendor management; negotiation and procurement of competitive quotes, placing orders, execution.
- Travel management; Flight tickets, web check-in, vehicles for ground and airport transfers, hotel bookings, coordinating for Visa.
- Asset management including maintaining asset trackers, Keeping tabs of the insurance papers, servicing etc of benchmark vehicles.
- Training management; Research of training costs, advertising, making of certificates and arrangements for trainings.
- Managing shipments between UK and India and coordinating with technical teams for arranging and coordinating shipments for vehicles or any parts.
- IT desk management; managing employee's hardware and software issues and forward to the concerned teams.



- HR support: coordinate with the HR team to manage the job applications, maintain the trackers, and arrange interview calls etc.

REQUIREMENTS

KNOWLEDGE, SKILLS & EXPERIENCE

- Full comprehension of office management systems and procedures.
- A strong attention-to-detail, excellent written and verbal communication skills, and a high level of discretion.
- Full comprehension of office management systems and procedures.
- High competency level with MS Office: PowerPoint, Word, Excel and Outlook.
- Must be able to communicate and interact with individuals at all levels of the organisation.
- Exemplary planning and time management skills.
- Up to date with advancements in office gadgets and applications.
- Ability to multitask and prioritise daily workload.
- Ability to work independently, exercise judgment, and maintain confidentiality.
- High level verbal and written communications skills

QUALIFICATIONS

- Any Bachelor's degree: Additional qualification as personal assistant would be considered an advantage
- Proven experience as an Executive Administrative Assistant, or in other secretarial position

PERSONAL ATTRIBUTES

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A successful Executive & Administrative Assistant will have good time management skills, networking, multi-tasking skills. He/she will be a team player and also be able to interact with people from all levels of an organisation in a polite and professional manner. Page Break

VALUES

Coexlion delivers '*Excellence through collaboration.*' The core values below inform how we think, behave, and deliver this engineering excellence. We are looking for candidates who naturally align themselves to these coordinates.

- **COLLABORATION**
We are a team. Our engineers are not judged on their individual contributions, but on the positive effect that they have on those around them.
- **COEXIST**
We Coexist with Nature; we believe in a future where the pursuit of technical advance is not at the expense of the environment. We strongly believe in the coexistence of humanity; we are a multi-cultural, global company. We welcome and respect everyone equally.
- **ACCOUNTABILITY & TRUST**



We stand for honesty and integrity. We trust our employees to take responsibility for their own conduct and deliverables. We show this through flexible working patterns and absence of "clocking in." In turn we expect self-motivated, punctual, and dedicated team members.

- **ACHIEVING**
We get things done. We don't sit in meetings, passing the buck, talking over the issues. We own the problems; we take action, and we get it done.
- **EXCELLENCE**
Our solutions are not quick fixes or short-term gains. We take the long-term view, and we do it right. We take pride in doing things well. We aim to be the best.
- **INNOVATION & EFFICIENCY**
Every decision we take we ask ourselves; Can it be better? Is there waste? How can we be more efficient? This drive for improvement fuels our innovation.

DISCLAIMER

A large part of Coexlion is client driven, therefore responsibilities and accountabilities may from time to time change to meet client requirements.

This job description may not detail some duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the role, which may from time to time be required by the relevant manager.