

POSITION TITLE	EXECUTIVE ASSISTANT		
Position Description	The incumbent will be handling a wide range of administrative and executive support related tasks and would be required to work independently. The incumbent must be exceedingly well organized, flexible and enjoy the administrative challenges of managing the MD/CEO interactions with internal as well as external stakeholders		
Department	MD/CEO's Office	Reports To	
Location	Head Office	Level	
Key Areas of Responsibility			
1	Planning & Coordination	<ul style="list-style-type: none"> • Calendar management, requiring interaction with both internal and external stakeholders • Update the MD/CEO for all internal/external meetings • Prepare presentations/documents as required by the MD/CEO for delivering on various forums • Compile correspondence and reports on behalf of the MD/CEO • Prepare, proof read and edit outgoing correspondence • Arrange travel schedule and reservations for MD/CEO as needed • Assist MD/CEO in his capacity as Head/ Chairman/Member of various industry / government bodies 	
2	Customer & Market Intelligence	<ul style="list-style-type: none"> • Research organization/individuals, briefing on “synergy” and possible new joint working opportunities which might result in new business opportunities for company • To provide regular updates on prospective changes in government policies and legislations and analyze / present probable effect on operations of AIS 	
3	MIS Reporting / Knowledge Management	<ul style="list-style-type: none"> • Analyze and summarize various industry and economic reports, studies and books for facilitating the information flow to and from the MD/CEO • Facilitate MTP/Steering Committee interactions and capture the salient points of discussion and share with all stakeholders minutes of meeting 	
4	Networking & Relationship Building - Internal	<ul style="list-style-type: none"> • Work closely with the SBU Heads to ensure that MIS on all projects and contracts are up to date • To ensure relevant managers publish monthly management reports for the MD/CEO outlining progress on all activities 	
5	Networking & Relationship Building - External	<ul style="list-style-type: none"> • Plan and assume responsibility of implementation and audit of all activities under the Community Development Program • Liaise with NGO's for carrying out planned activities under the CSR initiative for AIS as well as look at new ideas and avenues for reaching out through the initiative 	
People Responsibilities			
Key Result Areas			
1	Ensure tracking and reporting of MIS on a periodic basis of key performance indicators to the MD/CEO		
2	To create and proof read all communication out of MD/CEO's office		
3	To capture minutes of meeting and share the same with all stakeholders in a timely manner		

4	To track and report changes in government / industry outlook on legislation to MD/CEO
5	To initiate and track all activities under the CSR initiative of the company
Reported By	
Position Specification	
Minimum Qualifications	CS or MBA
Preferred/Additional Qualifications	Degree in finance
Minimum Experience	1 years
Relevant/Additional Experience	Similar profile
Industry preference	Auto, Auto components