

Location : Mumbai

Educational Qualification	Graduate/Postgraduate in any discipline.
Position	Personal Assistant to Managing Director
Experience	3–5 years' experience as a PA/Executive Assistant to senior management in a corporate office
Compensation:	Competitive and among the best in the industry for the right candidate.

The ideal candidate must possess strong communication and drafting skills, along with prior experience assisting senior leadership in a corporate setup.

Key Responsibilities:

- Manage the MD's calendar, meetings, travel, and communications.
- Draft letters, reports, and official correspondence with precision and professionalism.
- Coordinate with internal teams, clients, and external stakeholders.
- Prepare meeting agendas, minutes, and track follow-up actions.
- Maintain confidential records and manage documentation efficiently.
- Handle calls, emails, and prioritize tasks as per MD's instructions.
- Assist in research, data preparation, and briefing materials.
- Organize events, conferences, and business meetings as needed.

Skills & Competencies:

- Excellent verbal and written communication skills.
- Strong drafting and documentation capabilities.

- High degree of discretion, confidentiality, and professionalism.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Strong organizational, time management, and multitasking skills.

Contact Us: Please email your resume at **career@pnbisl.com**