

Executive Assistant

SageOne Investment Advisors LLP is a Pune + Mumbai based SEBI-registered investment manager advising off-shore and domestic institutional as well as individual investors. We aspire to become a world class asset manager with best in class equity investments team.

This position is responsible for assisting the directors in multitude of corporate initiatives, communication with potential clients, brand building, fixing meeting/travel plans, liaising with multiple entities, etc. We are seeking a presentable, energetic, IT savvy, alert & quick thinker.

- We need someone who can talk very professionally and is able to answer basic questions of someone who makes a cold call
- This position will be multi-dimensional including executive assistant/receptionist
- Should be able to manage branding/marketing activities such as monthly/quarterly client communication, communication to website subscribers, managing Twitter, etc.
- Ability to set up meetings with company managements, etc.
- Self-initiator well versed with corporate etiquettes and scheduling abilities, ideal candidate shall be a problem solving person with ability to take initiatives proactively as well as ability to think and plan well in advance
- Immaculate personality and coordination skills.
- Outstanding communication and interpersonal skills.
- Meticulous attention to details, strong organizational skills and ability to meet strict but reasonable deadlines.
- Experience with multinational company and certificate of completing secretarial course from a reputed institute shall be an added advantage.
- We will consider applications from recent graduates provided strong references and demonstrable time management and communication skills are in place

Qualifications:

Graduate in any discipline with proficiency of Office productivity software and functions. (MS Office suite consisting of Outlook, Excel, Word, PowerPoint).