

## EA to CEO

### **Position Overview:**

Do you see yourself as the super efficient Executive Assistant who never has a thing out of place and is on top of things at all times? Are you one of those perfect balancers between boss and the rest?

If yes, then you're the one we're looking for!

<b>Job Title:</b>	<b>Executive Assistant to COO</b>
<b>Start Date:</b>	Immediate
<b>Position Type:</b>	Full Time
<b>Experience Required:</b>	5-7 yrs
<b>Job Description:</b>	Will be responsible for all tasks related to CEO's daily routine, follow-ups, proposals, project reports, HR, finance, operations etc. Will have a full understanding of all the work required by all teams to manage the office running smoothly.
<b>Mandatory Skills:</b>	Good English, good typing skills, general knowhow of the internet, searching, social media. Planning, scheduling skills required.
<b>Interview Type:</b>	Phone/Skype followed by an In-person interview
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>Must have very good communication skills</li> <li>Must be friendly yet firm</li> <li>Must be a good peoples person</li> <li>Must be good at multi-tasking/time management</li> <li>Must be very efficient and reliable</li> <li>Must be willing to work long term at a steady growth</li> </ul>
<b>Education Qualification:</b>	Bachelors degree in anything
<b>Good to have Skills:</b>	Knowledge of LinkedIn, Social media

If interested in the above position, please send in your CV to [hrd@redalkemi.com](mailto:hrd@redalkemi.com) with the following information in your cover note:

1. Position name in the subject line
2. Current and expected salary
3. Why you would be perfect for this role and why RedAlkemi needs you on its team?