**Position:** Executive Secretary to CEO
**Location:** Andheri (E), Mumbai (Maharashtra)
**Experience:** Minimum 5 years of relevant experience
**Qualification:** Graduate

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 24 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

We are looking for an "**Executive Secretary to CEO**". Candidate will report to CEO

**Main Responsibilities include:**

1. Maintaining filing systems, receiving & sending e-mails, maintaining calendar in MS Outlook.
2. To provide administrative services including diary management, booking meetings, planning events, organizing travel, correspondence and prioritizing emails to the CEO.
3. To provide administrative support in the delivery of assignments and initiatives on behalf of the CEO's office as and when required.
4. To ensure all correspondence and relevant materials are produced in a timely and accurate manner.
5. To coordinate, attend and take minutes for the CEO's meeting and any other relevant meetings.
6. To follow up on action points from meetings on behalf of the CEO.
7. To provide administrative services to field offices such as responding to queries, issuing memos and following up on CEO's request.
8. Performing other secretarial and administrative task as assigned.

**We are looking for candidates having:**

1. Strong skills of MS Office, letters, mail drafting & short hand.
2. Strong written and verbal communication skills.
3. Good presentation skills, Team Spirit & Good work ethics.
4. Good co-ordination with other departments & clients.
5. Must be fluent in English. Knowledge of Hindi or Marathi is a plus.

We offer a professional work environment. Salary offered shall be in accordance with competency.
Please see our website www.shrijee.com for details about us.

If interested, please send resume and cover letter to:
**Shrijee Group**
A-504 Dynasty Business Park,
Andheri-Kurla Road,
Andheri (East), Mumbai - 400059.
Phone : + 91- 22 -40501000. E-mail: careers@shrijee.com & sbs1@shrijee.com

In case of e-mail applications, please put "**Executive secretary to CEO**" in the subject line.