

JOB DESCRIPTION

Company Overview:

Sadashiv Castings Pvt. Ltd., established in 1992, is a progressive and innovative manufacturing company that has carved a niche for itself in the steel industry. To be a leading force in steel manufacturing, dedicated to producing high-quality products while emphasizing our "**Go Green**" initiative.

Currently, the company operates Five Induction Furnaces, Two Alloy Steel Rolling Mills, One HR Coil Rolling Mill, Three Cold Rolling Strip Mills, and Two Pipe Mills.

Under the esteemed leadership of our **Chairman, Mr. Kewal Garg**, and our **Managing Director, Mr. Sumit Garg**, we have cultivated a robust foundation rooted in innovation and integrity, strategically positioning the company for sustainable growth and unparalleled operational excellence.

JOB TITLE	Executive Assistant to MD
DEPARTMENT	Admin.
REPORTS TO	Managing Director

Position Overview: An Executive Assistant (EA) to a Managing Director (MD) provides comprehensive administrative support and assistance to ensure the smooth functioning of the MD's office and enhance their productivity. The EA acts as a trusted employee and plays a crucial role in managing the MD's daily operations and responsibilities.

Qualifications & Skills:

- Bachelor's degree in any field.
- Significant experience (typically 3+ years) as an executive assistant.
- Strong organizational skills to manage calendars, appointments, and meetings.

- Excellent communication skills, both verbal and written.
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving abilities to tackle unexpected issues.
- Tech-savviness and proficiency in relevant software.
- Flexibility and adaptability to changing priorities.
- Demonstrating professionalism, ethics, and good judgment.

Here are the key aspects of the EA to MD role:

1. **Administrative Support:** The EA assists the managing director with day-to-day administrative tasks, including managing calendars, scheduling appointments, coordinating meetings and setting reminders. She also prepares reports and maintains confidential files. She ensures the MD's schedule is organized and optimized.
2. **Communication Management:** EAs manage communication on behalf of the MD, ensuring effective and timely responses including screening calls, responding to emails, drafting and proofreading correspondence, and preparing reports and presentations. She acts as a point of contact for internal and external stakeholders.
3. **Meeting Coordination:** EAs arrange and coordinates meetings and conferences for the MD. She prepares meeting agendas, collate necessary documents, ensure participants are informed, and may attend meetings to take minutes and follow up on action items.
4. **Travel Arrangements:** EAs handle domestic and international travel logistics for the MD, including booking flights, accommodations, ground transportation, visas, and preparing itineraries. She anticipates travel needs and provides support during trips.
5. **Confidentiality and Discretion:** EAs often handle sensitive and confidential information with utmost professionalism and maintains strict confidentiality. She exercises discretion when dealing with confidential matters and maintain the highest level of integrity.
6. **Project Assistance:** EAs may assist the MD in managing special projects by conducting research, preparing reports, coordinating with stakeholders, and

ensuring project deadlines are met. She assists in tracking progress and follow up on tasks.

7. **Relationship Management:** EAs builds and maintains effective working relationships with internal and external stakeholders. She represents the MD professionally in interactions, liaise with team members or departments, and facilitate effective communication.
8. **Time and Priority Management:** The EA assists the MD in prioritizing tasks, managing their time effectively, and identifying urgent matters. She helps ensure deadlines are met and important matters receive appropriate attention.
9. **Office Management:** The EA oversees the smooth operation of the MD's office by managing supplies, coordinating office equipment maintenance, and handling general administrative tasks. They may also handle expense reports and other office-related responsibilities.
10. **Problem Solving and Decision Making:** EAs are expected to be proactive problem solvers, anticipating issues and finding appropriate solutions. She should be able to make sound decisions independently and handle unexpected situations effectively.
11. **Miscellaneous Support:** EAs may also provide additional support as needed, which may include organizing events, handling personal tasks, and performing ad-hoc duties assigned by the MD.

Contact Us to Apply:

You may send your CV to the email id: hr.sadashivsteel@gmail.com or call Mob: +91 99414-00005.

