

Executive Assistant

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Company: Eka Software Solution

Location: Australia

Category: other-general

Position :Eka Software Solutions is the No. 1 Commodity Management Platform in the world. Eka is the global leader in providing digital commodity management solutions driven by Cloud, Blockchain, Machine Learning and Analytics. The company's best-of-breed solutions serve the entire trading value chain across agriculture, energy, metals and mining and manufacturing markets. Eka's platform-driven solutions are embedded with commodity specific algorithms that empower businesses to stay on top of volatile markets by letting them scale at will, go live faster, and achieve better value for their investments. Eka has offices across the Americas, Asia, Australia, and EMEA serving 100+ customers globally across multiple commodity Segments. Read more about Eka at www.eka1.com. The executive assistant would be a part of Eka's shared services Team and would be working closely with the CXO of Eka. He/ She should be an organized, detail-oriented, and self-motivated executive assistant with extensive office management experience. Proficient and energetic organizer with excellent written and verbal communication skills and ability to control appointment schedules and manage communications seamlessly. Experience and Skill Set :5+ years of experience as an EA to a C - Level executive Ability to work very independently and under deadlines. Quick thinking and the ability to solve problems with minimal supervision. Excellent communication and interpersonal skills. Expertise in Microsoft Office Suite Strong ability to multi task, prioritize and follow through on assignments. Ability to handle confidential and sensitive information with discretion. Strong organizational skills. Roles and Responsibilities Planning appointments and coordinating meetings. Assessing the priority of different appointments and scheduling and reallocating them as required Managing

phone calls, emails, self-correspondence and follow upsDraft high-level reports, presentations, and other documentsManage and maintain executives' schedules, appointments, and travelarrangements.Monitor, screen, respond to and distribute incoming communicationsRecord, transcribe and distribute minutes of meetingsHandling confidential information with discretion, be adaptable to variouscompeting demands, and demonstrate the highest level of customer/clientsservice and responseMaking travel arrangements, arrange end to end business trips (domestic andoverseas), including itineraries, air tickets, visa, etc.Assistance, arranging forex, hotel corporate rate negotiation, agreements, andbookings, car rentals, handling invoice discrepancies etc for guests within India,expats and foreigners.Liaise with different levels of management, clients, housePreparing decks for Board Meetings, All Hands Meet.EducationAny graduate degree required from a recognized UniversityJob LocationBengaluru, Karnataka

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