

Summary for Executive Assistant:

B.E.S.T Innovation University, or by its full name Bharatiya Engineering Science and Technology Innovation University, is a private university located in Anantapur, Andhra Pradesh, India. It was established in 2019. BESTIU is an institution of excellence to promote and impart education through advanced and innovative education system. BESTIU is looking for an experienced Executive Assistant. In this position you will provide administrative support for leadership at B.E.S.T Innovation University. We are looking for a candidate (male only) who is well organized able optimally multi-task prioritize and take initiative.

Key Qualifications:

Ability to multi-task, work autonomously, able to take initiative in all task, prioritize and follow through is crucial.

Display excellent problem solving abilities

3-6 years' office administration experience in a high tech environment

Good written and oral communication skill in English, with strong secretarial IT skills.

Description:

- maintaining office systems, including data management and filing
- Screening phone calls, enquiries and request, and handling them when appropriate
- Arranging meetings, visitors at all levels of seniority.
- Maintaining diaries and appointments
- To check all emails, faxes and posts
- Dictation and minutes
- Producing documents, papers, reports,
- Coordinating with staff members and students for their day to day affair.
- Updating faculty and staff personal files
- Safe custody of all files and documents
- Arranging Tickets/Hotel Booking etc.

Education and Experience:

B. Tech /BBA /MBA or equivalent experience

Seniority level:

Not Applicable

Industry:

Education

Employment Type:

Full Time

Job Function:

Administrative

Location:

Bangalore

To apply:

To apply for the position, please send a detailed resume and a cover note expressing your interest in the position to hr@bestiu.edu.in