

Job Description of Secretary to the CFO:

The primary job responsibility of a secretary to the CFO is basically providing support in all areas of his business life. With the help of a secretary, it's expected that the workload of the CFO will run smoothly and the meeting schedules will be properly managed.

Functional Area: CFO's Office

Key responsibilities

A) Managerial Assistance:

1. Complete all specific tasks and instructions as assigned by the CFO.
2. Assist the CFO in prioritizing tasks and managing time.

B) Travel:

1. Extensive daily traveling with the CFO.

C) Calendar Management:

1. Scheduling of daily & weekly business calendar and updating the CFO at the beginning of the day & week.
2. Scheduling meetings and Acting as an "ambassador" for the CFO.
3. Coordinating appointment requests - Checking with the CFO on his availability & informing the person seeking his appointment.
4. Preparing & emailing agenda of the meetings to the participants if required.
5. Handling pre meeting requisites – documents; presentations; visiting cards.
6. Emailing the Meeting Schedule to concerned persons / HOD's.
7. Following up with attendees and ensuring their presence in meetings.
8. Preparing & emailing Minutes of the Meetings to the participants.

D) Work experience:

At least 10 - 15 years managerial/secretarial work experience. Candidates with recent work experience in the Real-estate / Infrastructure domains will be preferred.

E) Other factors / Personal traits:

Dynamic and mature personality. Must be able to multi-task and manage a long to-do list. Maintain confidentiality. Must be able to perform in a very dynamic environment without being inundated by occasional long days and travel fatigue Must have a go-getter attitude Must have loads of common sense.

This position supports the President / Director and acts as a right hand in the management of administrative and personal matters, while providing valuable support to the organization as needed.

The successful candidate must be a critical thinker and should be comfortable working in a fast paced environment. Incumbent should possess pleasant personality, systematic and organized, excellent command over English, self-starter and pro-active.

F) Qualification:

Any Graduate. Course in stenographic skills will be given preference.

G) Remuneration:

No bar for the right candidate