



Posting: Executive Assistant to the Director
Locations: Mumbai, Maharashtra (Andheri West)
Terms: Permanent, Available immediately

Who are we?

Bearing Traders (I) Pvt Ltd is a vibrant and pioneering business house that offers quality bearing solutions of international standards. Driven by an extraordinary workforce, our superior customer support and experience in the field helps us meet all the requirements of our customers.

“Committed to provide the best for our customers”

The company is building a family wherein all members work towards a better future not only for the company, but for themselves. By joining the community, you are joining the family and growing your experience, knowledge, and exposure by learning about the backbone of all industries of the country. BT looks forward to providing a nurturing environment for its members

Executive Assistant – Mumbai (Corporate Office)

- Conserves executive’s time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; and initiating telecommunications.
- Maintains executive’s appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests and customers by greeting them, in person or on the telephone, and answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff and following up on results.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies.

It would make you successful if you:

- Are a graduate/post graduate with relevant experience
- Have prior exposure to working in intense environments
- Can maintain client relationships and have great communication skills
- Are skilled in Microsoft office, google sheets, calendars
- Good team player with good communication and interpersonal skills
- Diligent, detailed and responsible

Working hours: Monday – Saturday, 9:30 am to 6:30 pm
Remuneration: Rs. 30,000/month (negotiable)