



VICTORIOUS KIDSS EDUCARES®

Survey No. 53, 54 & 58, Hissa 2/1A, Fountain Road,
Off Pune – Nagar Road, Kharadi, Pune – 411014.

Hotline Number : +91 – 95958 53322,

Contact: +91 20 67116300/1/2, +91 90110 40000

Email: admissions@victoriouskidsseducares.org



Job Description

- Managing the day-to-day operations of the President
- Calendar management - Planning & scheduling meetings and appointments, screen calls & emails
- Organizing and maintaining files and records;
- Co-ordinate, manage arrangements for meetings, conferences, events etc.
- Attend meetings as required: Draft agenda, take meeting notes etc.;
- Handle all types of correspondence
- Responsible for interacting / interfacing with visitors
- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Answering and directing calls to appropriate executives and parties, taking messages.
- Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
- Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.

Candidate Profile:

- Good English Communication & Drafting Skills
- Strong English verbal communication skills, including active listening
- Organizational skills, inter-personal skills, office administration, flexibility, resilience and reliability
- Pleasant, cheerful and friendly personality
- Proficient in MS Office with a Typing speed of 40WPM