



Business Support Executive:

JD:

This is a full-time hybrid role for entire coordination of company business, in capacity of executive assistant to the directors. Business Support executive will primarily operate from Vadodara office, and based on team's understanding Hybrid role can be selected. Flexibility for some remote work is acceptable. The Business Support executive's day-to-day tasks will include administrative assistance, customer support service, customer interaction, internal coordination and business process improvement etc. Business Support Executive will also be responsible for communication with internal and external stakeholders.

Qualifications:

Excellent analytical skills with an eye for details.

Willingness to be involved in business process improvement and initiative.

Strong English communication skills, both written and verbal.

Experience in administrative assistance and customer service is an advantage.

Excellent time management and organizational skills.

Ability to work independently and as well as in a team environment.

Experience in the electrical- mechanical or a process industry may be considered a plus.

Experience of about 1 years to 2 years may be a good fit.

Bachelor's degree in any stream or knowledge of related field is an advantage.

Job Type

Full Time

Experience

Min. 1 to 2 years of professional engagement

Location

All areas in Vadodara region

Remuneration

At par with local industries