

1. Executive Assistant to MD

@ Doctors at Doorstep [www.dokvision.com]

Employment Type: Full time

Location: Satellite, Ahmedabad

Apply within: 15 days

Salary: 25000 per month starting [every quarter increment]

Experience: 0-2 years

Roles & Responsibilities

Vision Group is in the market for the last two decades. It's in multiple Businesses like Corporate & Government 360 Degree Solutions (Mainly Events & Media), Doctors at Doorstep (Integrated Medical Services at Home) & Education Services (Authorized Partner with Gujarat University to execute certificate courses). Executive Assistant to MD female needs for Assisting MD who assisting all businesses needs time to time. She will assist Group MD so need a sharp in communication in preventing business schedules, regularity, targeted towards business goals, can handle and inspire the team as a leader to achieve business goals, She should be open to travel at any time when immediately travel needed for a meeting or for correction of any of execution in PAN India. She must be fluent in English, Hindi, and preferably Gujarati.

The company is opening its branches in PAN India and opening multiple businesses in the next two years so the career-oriented girls can get a top positions in one or two years. Head Quarter will be Ahmedabad, Execution of Events and Meetings will be at the Branches in Mumbai, Chandigarh, Indore & Bhopal.

How to Apply

Goal Seek Candidate Can Call Directly on 9879146175.