

## **Job Description**

- Position** : **Secretary- (Personal Secretary To COO)**
- Years of Experience** : Minimum 5 years of experience in corporate office
- Qualification** : Any bachelor's degree
- Computer Proficiency:**
1. MS office /MS Outlook
  2. Report preparation

### **ROLES AND RESPONSIBILITIES**

1. The candidate is responsible for COO's calendar management, planning and scheduling meetings.
2. Drafting letters & handling correspondence, keeping confidential information.
3. Filing and record keeping.
4. MoM and budget preparation.
5. Compiling expense report, invoice tracking.
6. Creating presentations, preparing Approval notes.
7. Travel arrangements.
8. Any other work as may be assigned by COO from time to time.