

Job Responsibilities:

1. **Administrative Assistance:** Provide day-to-day administrative support to BU Heads, including scheduling meetings, managing calendars, handling correspondence and processing Meeting expenses.
2. **TP Preparation:** Draft and prepare Tour Programs (TP) of BU Heads as per their guidance and ensure timely communication.
3. **Travel Coordination:** Coordinate with the Admin/Travel Desk for flight bookings, hotel accommodations, and itinerary management for BU Heads and compile Travel Itinerary (TI) of all their direct reportees for further processing and record-keeping.
4. **Expense Management:** Prepare monthly expense statements and travel reports of BU Heads and their direct reportees. Ensuring timely submission and accuracy.
5. **JD and KRA Maintenance:** Regularly update and maintain the Job Descriptions (JD) and Key Result Areas (KRA) records of BU Heads.
6. **Coordination for KRA of BAC Members:** Coordinate with respective stakeholders to obtain and maintain KRA documentation of BAC members.
7. **MIS Management:** Liaise with the SFE (Sales Force Excellent) team to obtain sales data, perform data analysis, and share reports with BU Heads.
8. **HR Coordination:** Work closely with HRD for updates related to field manpower, attrition, vacancy status, recruitment progress, and labour/legal matters.
9. **Cross-functional Support:** Coordinate with Marketing, SFE, HR, and other departments as directed by BU Heads for execution of cross-functional requirements.

Skills Required:

- 1) Strong communication and interpersonal skills
- 2) Data analysis and reporting skills
- 3) Proficient in MS Office (Excel, Word, PowerPoint)
- 4) Good organizational and coordination abilities