

Job Description

Date	02.11.2022
Company	KDDL Limited
Unit	Hands Unit-I
Work Location	Peenya Industrial Area, Bengaluru
Designation	<i>PS to Business Head (Only male candidate)</i>
Number of Vacancies	1
Qualification	Any Degree or Diploma
Experience	3 to 5 Years
Remuneration	Based on present
Age Group	25 to 30 years
Key Role :	Assisting Business Head in day-to-day activities
Job Description/ Key Deliverables	<ul style="list-style-type: none">• To work directly with business head to support all aspects of daily work routine.• Maintain the Business Head's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements.• Assist the business head in the development of presentations for internal and external audiences.• Co-ordination between business head and other functional head• Compose and prepare letters relating to routine correspondence• Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.• Keep the business head informed of time-sensitive and priority issues, ensuring appropriate follow-up.• Other additional and/or alternative duties as assigned from time to time, including supporting other functional heads as needed.
Job Specification	<ul style="list-style-type: none">• Good communication skill in French and English• Professional email writing• Interpersonal communication• Excellent presentation skill