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Maruti Suzuki Careers Job – Jobs Near Me – Fast Job For Executive Assistant

Hiring organization
Maruti Suzuki

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 28, 2024

Valid through

31.12.2024

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Base Salary

USD 13 - USD 25

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Maruti Suzuki Recruitment 2024: Become an Indispensable Part of a Legacy Brand

Do you thrive in a fast-paced environment where your contributions directly impact a leading automotive brand?

Maruti Suzuki, India's largest car manufacturer, is searching for a highly motivated and organized individual to join our team as an Executive Assistant. In this role, you'll play a pivotal role in supporting senior executives, ensuring smooth operations, and contributing to the continued success of the company.

Maruti Suzuki Jobs Near Me

This is your chance to be part of a dynamic team within a company renowned for excellence and innovation in the automotive industry. We offer a competitive compensation package and a work environment that fosters professional growth and development.

About Maruti Suzuki

Maruti Suzuki is a household name in India, synonymous with quality, reliability, and fuel efficiency. For over four decades, we've been shaping the Indian automotive landscape, offering a diverse range of cars that cater to the needs of every customer. Our commitment to excellence extends beyond our products, with a focus

on creating a positive and rewarding work environment for our employees.

Summary

As an Executive Assistant, you'll be the right hand to a senior executive, providing exceptional administrative and operational support. Your responsibilities will encompass managing schedules, coordinating travel arrangements, handling communication, and proactively anticipating the executive's needs. This role requires a highly organized individual with excellent communication, interpersonal, and problem-solving skills.

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Key Responsibilities

- Manage the executive's calendar, schedule appointments, and ensure timely reminders and confirmations.
- Arrange domestic and international travel, including booking flights, hotels, and transportation.
- Prioritize and respond to emails and phone calls, ensuring clear and concise communication with internal and external stakeholders.
- Draft correspondence, presentations, and reports as directed by the executive.
- Organize and prepare for meetings, including gathering materials and creating agendas.
- Manage expense reports and maintain accurate records.
- Coordinate with various departments to ensure smooth execution of the executive's priorities.
- Maintain a professional and confidential work environment.

Required Skills and Qualifications

- Bachelor's degree in Business Administration, Management, or a related field (or equivalent experience).
- Minimum 2-3 years of experience as an Executive Assistant or a similar administrative role.
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously.
- Excellent communication skills, both written and verbal, with the ability to draft clear and concise messages.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and take initiative.
- Strong interpersonal skills and the ability to build rapport with people at all levels.
- Discreet and professional demeanor with a commitment to confidentiality.

Experience

This role is open to both freshers with a strong academic background and demonstrably relevant skills, as well as experienced Executive Assistants looking to take their careers to the next level within a leading automotive company.

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Benefits and Work Environment

At Maruti Suzuki, we believe in creating a work environment that fosters growth, development, and a sense of belonging. We offer a competitive compensation package that includes health insurance, paid time off, and opportunities for professional development. You'll be surrounded by a team of talented and passionate individuals who are dedicated to excellence.

The Application Process

To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position.

Join Us and Make a Difference

This is a unique opportunity to join a legacy brand and contribute to the continued success of Maruti Suzuki. If you're a highly organized, motivated, and detail-oriented individual with a passion for the automotive industry, we encourage you to apply.

Maruti Suzuki: Where Innovation Meets Excellence

We look forward to hearing from you!

General Overview

In essence, the Executive Assistant role at Maruti Suzuki offers a dynamic and multifaceted opportunity to support senior executives and contribute to the company's strategic goals. You'll wear many hats, from managing schedules and travel arrangements to handling communication and ensuring the smooth day-to-day operations of the executive you support. This role is ideal for individuals who thrive in a fast-paced environment, enjoy working independently, and possess excellent organizational and interpersonal skills.

Join a Team That Values Your Contributions

At Maruti Suzuki, we recognize the importance of our employees and are committed to creating a work environment that fosters professional growth and development. We offer a competitive compensation package, comprehensive benefits, and opportunities for advancement within the company.

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