

Arcedior®

Job Description - Administrations Executive

About Us:

Arcedior is the most preferred Interior Design products platform which is changing the way interior designers, architects and project owners discover and source products for their various projects. Our user-friendly platform combines online product selection for interiors and elaborate project management along with offline sourcing support for our clients.

About Position:

The Executive Assistant to CEO will provide high-level administrative support to the CEO, ensuring that the CEO can operate efficiently and effectively in a fast-paced, dynamic environment. This role requires a high level of organization, attention to detail, and excellent communication skills. The successful candidate will be able to multitask and manage a wide range of administrative duties, while maintaining confidentiality and discretion.

Job Description:

Designation: Executive Assistant (to CEO)

Experience: 1 to 3 years of relevant experience

Job Type: Full-time, work from the office

Salary: Competitive / As per industry standards

Location: Ahmedabad, India

Responsibilities:

- Manage CEO's calendar and schedule appointments, ensuring that the CEO is always prepared and on time for meetings.
- Coordinate travel arrangements for the CEO, including flights, hotel reservations, and ground transportation.
- Manage and prioritize incoming emails, phone calls, and other communications, responding on behalf of the CEO when appropriate.
- Draft and proofread correspondence, reports, and presentations, ensuring that all communications are accurate and professionally written.
- Conduct research and compile information for the CEO, preparing reports and presentations as needed.
- Coordinate and manage special projects and events, including board meetings, conferences, and other corporate events.
- Provide general administrative support to the CEO, including preparing materials for meetings, maintaining files and records, and handling confidential information.
- Handle confidential information with discretion
- Other duties as assigned

Requirements:

- Bachelor's degree preferred, with at least 3-5 years of experience as an executive assistant or in a similar administrative role.
- Excellent communication skills, with the ability to communicate effectively with all levels of the organization.
- Strong organizational skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Proficient in Microsoft Office Suite, with advanced skills in Excel, Word, and PowerPoint.
- Strong attention to detail, with the ability to proofread and edit documents accurately.

Arcedior®

- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Strong problem-solving skills, with the ability to identify and address issues proactively.
- Ability to work independently and as part of a team, with a positive, can-do attitude.

Required Personality Traits:

At Arcedior, we value character and personality. We believe that skills can be taught but character and personality are built over a long duration & various factors impact them. We are looking for people who

- Are honest and Ambitious
- bring in a positive mindset
- are dependable, reliable, and responsible
- are problem-solvers
- are Innovative and Professional

Why Arcedior?

Arcedior works with high-net-worth individuals and big renowned architects and designers of India (majorly Gujarat and Mumbai). We work on projects in the space of hospitality, high end residences, and corporate offices where our company works closely with the designers and clients for the purchase of interior products. At Arcedior we work towards bringing everyone's dreams into reality. Come and join us on the journey.

You'll love to work with us because:

1. We are passionate about going global.
2. We work hand in hand for the team's personal development.
3. Everyone here gets an opportunity to show their creativity.
4. Open and comfortable environment along with a friendly and cooperative team.
5. A culture of respect throughout the company.
6. A young & vibrant workplace exhibiting energy and enthusiasm.
7. A beautiful office designed according to the ergonomics requirement of the employees.
8. Regular celebrations and engagement activities in the office.
9. Located at one of the most happening spots – Sindhu Bhavan Road. Food, Activities, Ambiance, Aesthetics... you name it we have it.

Our Social Handles:



Contact Us:

📞: +91 - 8780131129

✉️: hr@arcedior.com

📍: 1603 Sankalp Square 3, Next to Taj Skyline, Sindhu Bhavan Road, Ahmedabad – 380058

🌐: <https://www.arcedior.com/>

🛒: <https://shop.arcedior.com/>