

**About the Company:**

MCON Rasayan India Ltd. is a 15-year-old company in the field of construction chemicals and high-quality construction & building products. The product range includes concrete, waterproofing & chemical admixtures, waterproofing products, wall paints, concrete repair products & materials, anti-corrosive products and a wide range of related products. MCON is a company listed on NSE with a host of marquee institutional investors (domestic & international) including HDFC Bank as an investor.

MCON Rasayan has a state-of-the-art manufacturing plant at Ambethi in Valsad, Gujarat. Today, MCON Rasayan supplies product to the Indian industry and overseas markets. MCON Rasayan has maintained the highest level of quality and consistency by following systems; it is certified as an ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 company. As part of its growth plans, MCON wants to expand its employee base by hiring highly talented people who can correlate with its values of Trust, Customer Centricity and Passion for High Performance.

Job Title / Role: Executive Assistant to MD**Department: Operation****Location: Mumbai-Goregaon****Reporting To: Managing Director****Key Tasks and Responsibilities: Executive Assistant**

- Manage emails, information, and other communications; answer where possible – highlight and prioritise those that need MD attention
- Plan and maintain MD's calendar and recurring tasks, arrange appointments, organise and set agendas and action points for all his meetings
- Act as 'follow-up Manager' across the Board and Senior Leadership Team to ensure that a wide range of agreed actions are being executed
- Type up notes, emails, presentations and reports; circulate and file information effectively
- Book transport and accommodation as and when required
- Attend Senior Leadership Team meetings, off-site quarterly days and other strategic meetings to take notes and action points
- Collaborate effectively with all staff, clients, and suppliers
- Provide good relationship management with the client
- Deliver timely and outstanding client satisfaction
- Exceptional organisational skills of self and others and ability to work without supervision
- Maintain 100% confidentiality, demonstrate diplomacy and tactfulness
- Use polished communication skills both verbal and non-verbal to influence and persuade
- Focus on business priorities and all functions to ensure client and other stakeholder satisfaction
- Ability to remain calm under pressure and manage conflicting priorities
- Strong Microsoft Skills for common apps

Registered Office: 101/A, 1st Floor, Maxheal House, Plot-169, Cts-104 Bangur Nagar, Goregaon West, Near Ayyappa Temple, Mumbai, Maharashtra - 400090

Corporate Office: Gala No 6 Bardanwala Estate, Nr Dutt Mandir Bandiwali Hill Road, Jogeshwari West, Mumbai, Maharashtra - 400102

Phone : +91 8976907887 | **Email :** info@mconrasayan.com | **Visit us :** www.mconrasayan.com



- Ability to take and record accurate notes/minutes in complex meetings
- Accountable and committed to the task in hand
- Constantly consider where we can 'do better' – be enterprising
- With integrity, honesty and openness
- Always act in the best interest of the client
- Approachable to clients and colleagues
- Excellent communication and interpersonal skills at all levels
- Open to new ways of doing things
- An ability to manage time and workload efficiently
- Willing to do whatever it takes to get the job done

Experience

At least 2 years of relevant professional experience

Work Location: Mumbai-Goregaon

Key Performance Indicators:

- Task Completion Rate.
- Schedule Management Efficiency
- Email Management Efficiency
- Call Handling Rate
- Executive Satisfaction
- Document Preparation and Formatting Quality
- Project Coordination Success Rate
- Confidentiality Compliance

Qualifications:

- Graduate from a recognise university.

Skills:

- Excellent written and verbal communication skills
- Planning, prioritisation and time management skills
- Excellent logistical skills – making arrangements for travel, complex diary management
- Excellent interpersonal skills, dealing with people at senior levels professionally and with appropriate confidentiality

CTC Offered: 4 lac per annul Salary not a constraint for right candidate

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