

Company	Modulus Alternatives Investment Managers Limited
Title	Executive Assistant
Experience	6-10 years
Educational Qualification	Graduate/Post Graduate (Commerce background preferred)
Key Responsibility Areas (indicative)	1. Manage & co-ordinate travel bookings, visa arrangements and calendar scheduling
	2. Efficiently manage expenses and vendor management/relationships
	3. Client communication and preparing presentation
	4. Assisting the Business Head and the entire team
Job location	Kalina, Mumbai (WFO)
Prerequisites	1. Excellent communication skills, both verbal & written 2. Strong proficiency in computer skills, including the Microsoft Office Suite (Word, PowerPoint & Excel) 3. Good time management skills and ability to multitask 4. Exceptional organizational skills