

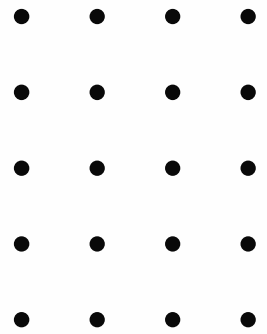
executive assistant

📍 Bangalore 🏢 Full time 🕒 2+ yrs

Betterplace is looking for a full-time Executive Assistant to support a member of our leadership team. The ideal candidate must be organized, detail-oriented, have a knack for problem-solving, and be a team player.

This person must understand business priorities, demonstrate the ability to proactively anticipate needs, and drive improvements to build capacity for the leadership team. They operate with a high-level of integrity and discretion as well as professionalism in dealing with senior executives inside and outside of the company. A successful candidate will be an expert in completing complex tasks quickly with limited guidance, reacting with appropriate urgency to situations that require a quick turnaround, and taking effective action with little to no guidance. This person must be able to work successfully in a team environment and build effective working relationships across the organization.





who we are

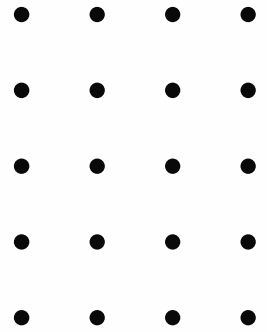
Betterplace is a technology platform designed to hire, manage, and engage the blue-collar workforce with ease with our all-in-one lifecycle platform. Designed for large enterprises, the platform enables you to manage end to end lifecycle of your blue-collar employees. Device – agnostic. Customizable. Scalable. Uniquely digital.

what we're looking for

- 2+ year of experience in an administrative role supporting multiple people.
- Experienced use of MS Suite/ G-Suite.

what you'll do

- Ownership of calendar management. Plan, negotiate, and schedule meetings to accommodate managers and others. Use discretion and judgment to determine priority of meetings. Collect any materials necessary for the meeting.
- Identify opportunities to improve work processes/flow to leverage own and department's workload. Keeps abreast of internal administrative policies, practices and guidelines.
- Manage complex domestic and international travel arrangements.
- Maintain ledger of all ongoing tasks and follow-up as needed to complete the tasks.
- Complete business expense claims promptly and follow up on reimbursements if necessary.
- Organize and maintain information that may be sensitive, confidential or technical in nature.
- Use knowledge of the function and manager's role to independently resolve issues, escalating and redirecting more technical inquiries as appropriate.
- Utilize time management and organizational skills to juggle responsibilities and strategize efficiency and priority.
- Ability to grasp a high-level overview of teams in order to make confident decisions regarding operations (e.g. space planning, off sites/events, facility and admin needs).



- Prepare presentation materials for meetings and executive forums, working with associates in other departments to gather appropriate information.
- Perform additional responsibilities and special projects as assigned.
- Confident communicator (written and oral) skills, and a demonstrated ability to work collaboratively.
- Ability to uphold a high standard of integrity and discretion and tactfully handle confidential matters.
- Willingness to accept and embrace change in a fast-paced environment.
- Ability to work in a fast-paced environment with little to no supervision.
- Strong work ethic accompanied by a get-it-done attitude.

what you'll get

- Health Benefits
- Innovation-driven culture
- Smart and fun team to work with
- Friends for life ☺