



Dear All,

We are hiring for an **Executive Assistant** position at **Ementor Enterprises Pvt. Ltd.**, a leading firm based in Banjara Hills, Hyderabad. This opportunity is ideal for experienced professionals with excellent communication, organizational, and executive support skills who can effectively assist senior leadership.

Role: Executive Assistant

Department: Operations & Admin

Job Type: Full-Time

Location: Banjara Hills, Road No. 1, Hyderabad

Vacancy: 1 Position

Experience Required: Minimum 2 years

CTC: ₹40,000 – ₹60,000 per month

Eligibility:

- Minimum 2 years of experience as an Executive Assistant or Personal Secretary
 - Prior experience supporting MDs or Senior Directors is preferred
 - Proficient in MS Excel and basic AI productivity tools
 - Strong verbal and written communication skills
 - Calendar management and email handling proficiency
 - Male candidates preferred (as per employer requirement)
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Job Description:

We are looking for a smart and reliable Executive Assistant to support the Managing Director with key administrative tasks. The role requires handling confidential information, coordinating schedules, and ensuring smooth day-to-day operations at the leadership level.

Responsibilities:

- Manage email correspondence and handle confidential communication
- Maintain and coordinate the calendar of senior management
- Draft emails, documents, and prepare presentation material
- Coordinate meetings, follow-ups, and travel arrangements
- Support with MIS and basic business research tasks
- Ensure timely execution of assigned tasks with professionalism