



CYANCONNODE

Job Description

Position:	EA (Executive Assistance)
Directly reports to:	CEO & MD- India
Regularly interacts with:	Senior Managements, Department Head, Head HR, Director- UK
Primary location:	Gurgaon
Vacancy	01
Travel requirements:	Minimal
Role description:	<p>Looking for passionate and energetic candidates who are interested to work in a diverse international work environment in the high technology sector. CyanConnode headquartered (CYAN.L) in Cambridge is the global leader in wireless mesh communications systems. We are the global leader in Internet of Things. The CyanConnode team is passionate about what they do. Our customers count on us for trusted expertise, supply assurance and independent strength. We are looking for top talent to help inspire new ideas, create opportunities, and enable advancement of innovative technologies. We offer abundant opportunities for career growth in a challenging, collaborative environment. Learn more about how we are achieving success together.</p> <p>Delivery of an effective function for a rapidly growing private company which is a wholly owned subsidiary of a Stock Exchange (AIM) listed business. Ensure the accuracy and integrity of the entity's secretarial and personal assistance duties</p>
Primary responsibilities will include:	<ul style="list-style-type: none">• Program management /MIS/ Governance Support- Anchor the processes for C & MD's office.• Scheduling of Meetings - Leadership team meetings, employee communication meetings, business reviews etc• Handle Complete travel for overseas and local travel.• To manage end to end aspect for business in terms of events, seminars, conferences etc• Maintain MIS as per the guidelines of the MD.• Support the business team to drive employee engagement activities.• Reading and analysing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.• Prepare reports, collect and analyse information; prepare presentations.• Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.• Maintain knowledge by attending professional and technical educational seminars and workshops; review publications; establish professional and personal networks within the industry. Participate in societies relative to the business.• Coordinate finances assist with budget preparation.• Running errand for ad-hoc task as when required



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Experience and skills required:	<p>A bachelor's degree with considerable post qualification experience gained within a commercial environment (technology /telecom/ Hotel industry desirable) 8-10 years of corporate working as secretarial, senior executive or Personal assistance to CEO or President Good command of English (spoken and written) Results oriented, strong follow up and good negotiation skills Pleasant personality and able to interact with all level of people Strong Organization and analytical skills Business modelling using Excel, Microsoft office</p>
Personal attributes:	<ul style="list-style-type: none">• Works independently setting own pace and schedule while adhering to the deadlines• Knowing All the Best-Kept Secrets• Calm Under Pressure• Dogged Resourcefulness• Tech Prowess• Big Picture Thinking• Impeccable Organization• Ruthless Prioritization• Ironclad Discretion• Strategic Multi-Tasking• Supernatural Anticipation• Emotional Intelligence• Expert Level Communication (and a Penchant for Real Talk)• Speed and Decisiveness• Thick Skin and A Sense of Humour• Networking• Negotiating Skills• Analytics Skills• Comfortable working in a dynamic work environment
Qualifications:	A bachelor's degree or Graduate
Benefits:	Share options, Corporate Group Insurance for family and floater

This Job Description, along with any set half yearly objectives, form the basis of the position and will be used to manage the employee who carries out the role. In addition or as an alternative to the 'normal' responsibilities as described, the employee may from time-to-time be required to undertake, on a temporary or regular basis, additional duties within their capabilities as the needs of the Company's business may require.