

## Job Description

### Role: Executive Assistant

#### Company Profile

SmartOwner is India's first and largest marketplace for property investors. SmartOwner was founded by highly successful entrepreneurs from Silicon Valley who are alumni of Harvard, Stanford and the University of California.

With an innovative business model and a scalable technology platform, SmartOwner enables clients to access high value assets in India safely and transparently and to achieve attractive returns.

#### Job Summary

The EA role involves managing the CEO's workflow by coordinating and prioritizing his meeting schedule and ensuring that the business functions smoothly. The candidate must be systematic, meticulous and very organized with an ability to interact in an effective manner with internal and external parties.

#### Key Roles and Responsibilities

- Calendar Management - prioritizing, updating and ensuring that the meetings happen in an efficient manner
- Event Management- Organising multiple corporate events within and outside the organisation
- Travel Management- Managing complete travel bookings including ticketing and VISA processing for the CEO and other critical members of the management team
- Business correspondence- Interacting and coordinating with valuable clients and external parties, representing the CEO's office
- People management - Interacting effectively with employees and prioritizing meetings
- Administration- Housekeeping staff and security management

#### Desired Skills:

- Good organizational and time management skills
- Discretion and maintaining confidentiality
- Ability to work under pressure and tight deadlines
- Excellent interpersonal skills
- High level of attention to detail
- Outstanding spoken and written communication skills

#### Compensation and Benefits

SmartOwner offers successful candidates an outstanding compensation package.

## SmartOwner Services India Pvt Ltd

### Worldwide Headquarters

Delta Block, 8<sup>th</sup> Floor  
Sigma Tech Park,  
Whitefield – Varthur Road,  
Bangalore 560 066