



COO Personal Secretary (COO PS)  
BINDALOY

**Job Category:** Secretary/Receptionist

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Posted On:** 28 Jan 2025

**Application Deadline:** 15 Feb 2025

## Job Description/Responsibility

- Provide comprehensive administrative support to the COO.
- Manage schedules, communications, and travel arrangements.
- Handle confidential matters with professionalism.

## Education Requirements

- Higher Secondary Certificate (HSC) completed.

## Additional Academic Requirements

- No education degree requires.

## Experience Requirements

- No experience is required.

## Skills Requirements

- Prior experience as a personal secretary or executive assistant.
- Excellent organizational and multitasking skills.
- Proficiency in Microsoft Office and communication tools.

## Work Area

- Applicant should have experience of working in the following category(ies): Secretary/Receptionist

## Industry Type

- Experience should include the following skills: Media/Advertising/Event Mgt., Media/Advertisement/Event Mgt.

## Job Location

- Anywhere in the country