

Miracle Software Systems

Chief Executive Assistant



Job Profile Details

Placement Cycle

ARKA JAIN University - Placements 2024-25

Job Location

Vizianagaram (Vishakhapatnam)

Date of Visit

NA

Position Type

Full Time

Expected Hires

NA

Sector

General Management

CTC

INR 240000 - 300000

Category

Level 2 - General

Description

No Bond

Miracle Software Systems

Incorporated in 1994, we have come a long way from our roots. Growing from the days of MRP to ERP transition and the birth of the Internet, we are now a leader in the IT world, working with the latest technologies to innovate and help businesses across the globe evolve. Headquartered in Novi, Michigan with over 2500 Miraclites across the globe.

Miracle has a proven record of evolving over the past three decades to fulfil our customers technology needs and deliver with the highest quality. Our Global Delivery Model, with multiple locations worldwide, allows us to provide our customers with cost-effective, high-quality and innovative solutions and services. We are proud to say that we are serving 44 of todays Fortune 100 and challenge our team members to be innovative with everything that they do.

At Miracle, we believe in an Always-Available, Innovation-First approach that enables us to be a trusted partner for our customers in their transformation journeys. We place an emphasis on putting our customers and employees first, which is at the core of our success as we continue to go above and beyond with game-changing innovations. Through our innovation-driven, customer-centric approach, we are constantly looking for new ways to help organizations achieve superior returns on their technology investments.

Job Summary:

Seeking a proactive and highly organized Chief Executive Assistant to provide comprehensive administrative and coordination support to the CEO and Vice President. The ideal candidate will possess exceptional communication skills, a strong attention to detail, and a high level of discretion and professionalism. This position is an excellent opportunity for a fresher eager to gain valuable experience and grow within a dynamic corporate environment.

Key Roles & Responsibilities:

- Oversee calendar management, scheduling meetings, appointments

- Handle high-level correspondence on behalf of the CEO/VP, including emails and letters.

- Coordinate internal and external meetings. Prepare and distribute meeting agendas, minutes, reports, and professional presentations.

- Maintain systematic records, files, and documentation for efficient retrieval.

- Facilitate seamless coordination between departments and external stakeholders.

- Monitor key projects, ensuring timely updates and follow-ups.

- Assist in the organization of corporate events, offsites, and strategic meetings.

- Support CSR programs and employee welfare initiatives to enhance workplace culture.

- Liaise with government officials to ensure regulatory compliance and manage welfare-related matters.

- Exercise strict confidentiality and sound judgment in handling sensitive business and personal information.

Key Skills Required:

- Excellent verbal and written business communication skills

- Well versed to use MS Office tools (Word, Excel, PowerPoint, Outlook).

- Ability to multitask and work under pressure in a fast-paced environment.

- Efficient in content management across social media networks.

- Attention to detail and strong interpersonal skills.

Department: Operations Admin

Reports To: Office- CEO / VP

Shift Timings: Should be flexible for any shifts

Languages Required: English and Hindi

Open for Courses

- Jain - Arka Jain University Jharkhand

MBA (Semester)

1. Business Administration & Management
2. Finance
3. Human Resources
4. Commerce

- 5. Finance & Financial Management
- 6. Marketing
- 7. Marketing & Sales
- 8. Marketing & Finance
- 9. Marketing & Human Resource

Eligibility Criteria

MBA (Semester)	<i>All students are eligible</i>
Work Experience Criteria	No work experience based criteria defined yet!
Allowed Genders	[Y] Male students [Y] Female students [Y] Other Genders
Backlogs	Students with any number of ongoing backlogs are eligible

Hiring Workflow

Technical interview	<i>No Venue/Time specified</i>
HR interview	<i>No Venue/Time specified</i>

Additional Info

No additional information