

Job Title: Executive Assistant to Chairman

Location: Surat, Gujarat

Industry: Jewellery Manufacturing

Employment Type: Full-Time

Experience Level: Senior Level (5 to 7 years)

Position Overview

We are seeking a highly competent and discreet Executive Assistant to the Chairman who will serve as a strategic enabler across key operational domains specially in Finance, Human Resources (Operational & Grievance Management), and Post-Sales Payment Recovery. This role demands a sharp, business-oriented professional who can seamlessly integrate executive support with cross-functional coordination, ensuring uninterrupted production workflows and effective stakeholder engagement.

Key Responsibilities

- Provide high-level administrative and strategic support to the Chairman.
- Manage scheduling, travel logistics, and confidential communications.
- Prepare executive briefs, emails, reports, and presentations on behalf of directors
- Act as a liaison between the Chairman and departmental heads to ensure alignment on priorities.
- Act as liaison to chairman during client communications and meetings
- Prepare MOMs of the Key meetings
- Act as bridge between management and HR Department
- Schedule and coordinate internal and external meetings, ensuring agenda preparation and follow-ups
- Maintain confidentiality of Director's discussions, company strategies, and employee information
- Assist in preparing quarterly and annual reports, financial overviews, and market trend analyses for the directors
- Assist in coordinating and tracking key business initiatives and projects.

Finance Operations

- Coordinate with finance and production teams to ensure timely availability of financial resources.
- Monitor budget allocations and expenditures related to manufacturing processes.
- Co-ordinate financial bottlenecks do not impede production timelines.
- Support internal financial coordination.

Payment Recovery (Post-Sales)

- Oversee client follow-ups for outstanding payments post-delivery.
- Maintain structured recovery logs and ensure timely escalation of unresolved cases.
- Collaborate with sales and finance teams to optimize recovery strategies and client communication.

Required Skills & Qualifications

- Bachelor's degree in Business Administration, Finance, or Human Resources (MBA preferred).
- 5 to 7 years of experience in executive support or cross-functional coordination roles.
- Strong understanding of manufacturing, finance workflows and HR operations.
- Excellent stakeholder management, communication, and negotiation skills.
- Proficiency in MS Office, Calendar Management, ERP systems, and CRM platforms.
- Ability to work under pressure, manage multiple priorities, and maintain confidentiality.
- Fluency in English, Hindi, and Gujarati (preferred for regional coordination).

Preferred Attributes

- Prior experience in the jewellery or luxury goods manufacturing sector.
- Exposure to grievance redressal mechanisms and production-linked financial planning.
- High emotional intelligence and professional maturity.
- Strong analytical thinking and problem-solving capabilities.

Why Join Us?

- Work directly with visionary leadership in a legacy-driven jewellery brand.
- Influence strategic decisions across finance, HR, and operations.
- Be part of a culture that values precision, creativity, and excellence.