

**Position: Coordination Manager For MCA President**

**Job Description: The candidate is supposed to coordinate and manage the official work on behalf of the Mumbai Cricket Association President, Mr. Amol Kale. The candidate should possess efficient and clear communication capabilities.**

**Responsibilities:**

- Preparing financial statements, reports, memos, invoices, letters and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by Apex Council, committees and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives.
- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.

**Requirements:**

- 5-10 years of experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of the entire MS Office suite.
- Relevant Business Administration qualification.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.