

**ERGODE IT SERVICES PVT. LTD.**

1.	Employment Type (Regular/ Contractual/ Part Time)	Regular
2.	* Name of the post:	Chief of Staff
3.	* Job Function:	CEO office
3.	* Additional Job Information:	<p><b>About us:</b></p> <p>Founded in 2007, the E-commerce company, Ergode with a global reach of more than 120 countries and over 100 marketplaces. We have catered to over 5 million customers worldwide in a short amount of time. Currently, we have 21 curated websites that bring to our customers. We are a Houston, Texas-based corporation and have been in the business for almost 15 years. We have a dedicated and strong team of 650+ associates and we are continuously adding new people to our team. Ergode is consistently ranked among the top online shopping destinations as we have been rated as the Top 30 Sellers on Amazon, and Top 5 in Walmart, and have also managed to achieve the number 1 ranking on eBay.</p> <p><b>Our Businesses</b>   AMI VENTURES INC.   VIR VENTURES INC.   BOSON TECHNOLOGIES.</p> <p><b>Our Brands</b>   MALCO MODES   BELLA SOUS   RED CUP LIVINGS   KEEBLE OUTLETS   STORE INDYA   VIZARI SPORTS   SHALIN INDIA   WRISTY BUDDY   BOLABALL   US TECH   HERBAL CONCEPTS   MORNING STAR   YARDLIO   KOZI   CLEAN BOTTLE  </p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Managing the CEO's schedule: The executive is responsible for scheduling meetings, conferences, and other events on the CEO's behalf.</li><li>• Coordinating travel: The executive may be responsible for making travel arrangements for the CEO, including booking flights, hotels, and ground transportation. Acting as a liaison:</li><li>• The executive serves as a point of contact between</li></ul>
		<p>the CEO and other executives internally and externally.</p> <ul style="list-style-type: none"><li>• Coordinate with the CEO office manager on projects and contribute.</li><li>• Preparing documents: The executive may be responsible for drafting reports, memos, and other documents on behalf of the CEO.</li><li>• Managing CEO's social media accounts and CEO office emails.</li><li>• Managing correspondence: The executive may handle incoming and outgoing correspondence for the CEO, including emails, phone calls, and written communications.</li><li>• Handling confidential information: The executive may be privy to confidential information and is responsible for ensuring that it remains confidential. Managing office operations:</li><li>• The executive may be responsible for managing the day-to-day operations of the CEO's office, including managing supplies, organizing files, and overseeing administrative staff.</li></ul>

	(i) Technical/ Must have skills	<ul style="list-style-type: none"> <li>Calendar Management: Proficiency in managing complex calendars and scheduling appointments efficiently is essential for an executive assistant.</li> <li>Email and Correspondence: Strong email etiquette and the ability to draft professional communications on behalf of the executive are necessary skills.</li> <li>Travel Coordination: Executives often travel for business, and the executive assistant should be skilled in making travel arrangements, booking accommodations, and preparing itineraries.</li> <li>Document Preparation: Competence in creating and formatting documents, presentations, and reports is valuable for an executive assistant.</li> <li>Database and File Management: A good understanding of database systems and file organization ensures efficient data management.</li> <li>Event Planning: Planning and organizing events, meetings, conferences, and corporate gatherings are part of the executive assistant's responsibilities.</li> </ul>
	(ii) Soft Skills	<ul style="list-style-type: none"> <li>Communication: Effective communication is crucial for an executive assistant to convey information accurately and clearly, whether it's through emails, phone calls, or in-person interactions.</li> <li>Time Management: As an executive assistant, you'll be handling multiple tasks and deadlines simultaneously, so strong time management skills are essential to prioritize and stay organized.</li> <li>Adaptability: The ability to adapt to changing priorities and handle unexpected situations with grace and composure is vital in a dynamic work environment.</li> <li>Problem-Solving: Executive assistants often encounter challenges that require quick thinking and creative problem-solving skills to find solutions efficiently.</li> </ul>
4.	* No. of Vacancies (in figures):	1
5.	* Level/ Post:	Managerial Level
6.	* Qualification required: Essential/ Desired	Any Bachelors degree
7.	* Work experience required (in years):	4 +
8.	* Age range (in years):	Below 45 Years
9.	* Location of Job:	Mumbai
10.	* Salary range per month (Approx CTC):	50,000 PM - 3lacs PM ( depends on the years of experience)
11.	* Additional Benefits offered:	Please go through the below link for Employee Value Propositions - <a href="https://bit.ly/3EVJCuf">https://bit.ly/3EVJCuf</a>
12.	Aligned courses (Full time/ Part Time)/ Certifications	-
13.	Travel Requirements	Applicable as per job role
Last date to received names from RSB/ZSB		14 Nov 23
<b>Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to <a href="mailto:dgrddemp@desw.gov.in">dgrddemp@desw.gov.in</a>) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</b>		
<b>Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</b>		