



<b>Position Name:</b>	Project Assistant to VP TCP & Sr. GM (EX)
<b>Department:</b>	E & EX
<b>Grade:</b>	Officer / Asst. Manager
<b>Vacancy:</b>	1
<b>Qualification:</b>	Bachelor's/ Master's degree
<b>Experience:</b>	1-3 years of experience.
<b>Location:</b>	Pune
<b>Payroll:</b>	3 <sup>rd</sup> Party Payroll

**Position Requirement:**

- Excellent communication skills & liaison skills.
- High self-management, coordination and motivation skills. Very high Integrity
- Administrative support and economical thinking
- Punctuality and ability to track
- Expert in MS office – Outlook , Excel, PowerPoint, SAP

**Purpose of Position:**

- Ensures the coordination of functional and organizational support to Sr. GM of EX with coordination & cooperation with other departments, Skoda Auto a. s.

**Tasks:**

1. E & EX'S Office:
  - Support preparations of presentations of important meetings (Board Presentations, SKIMM meetings, Open House, Important Visitor meetings, Workshops etc.)
  - Support administrative tasks such as meetings & protocols, travel plans, expenses, IT issues
2. Project Management Support:
  - Support administrative tasks such as meetings & protocols for E & EX