

Indian Energy Exchange Limited
10th Floor, B-Wing
Statesman House, Connaught Place
New Delhi-110 001

*Position Code	IEX/2009/007/EA
Designation	Executive Assistant to MD
Department	MD Secretariat
Reporting to	MD
Educational Qualification	
Essential	Management Graduates with Engineering Degree.
Profile	<ul style="list-style-type: none">❖ Strategic Assistance: Conducting research; evaluating data and preparing reports containing findings and recommendations for the review, information and assistance of the MD.❖ Information & Records Administration: Compile, assimilate, organize, and analyze MIS Reports from different various departments.❖ Communication: Assisting MD in drafting letters, speeches, addresses etc. Prepare correspondence and reports.❖ Follow-up: Attending various internal and external meetings and note actionables. Ensuring follow up of action points with various HODs
Skills and Attributes	<ul style="list-style-type: none">❖ Ability to convert data into knowledge for decision making.❖ Highly motivated
Experience	3 to 6 years of relevant experience.
Age	Between 28-32 years
Compensation	As per industry Benchmark
Mail resume to	careers@iexindia.com

*(Please mention the position code in the subject line of the email)