

**About LocoBuzz:**

Locobuzz is a SaaS platform that converges with technologies such as Artificial Intelligence, Machine Learning, Big Data Analytics, and Automation, to provide brands with a 360 degree Customer Experience Management Suite. Locobuzz's powerful analytics algorithms have helped seasoned brands establish a strong foothold in the digital hemisphere and transformed their customer experience journeys.

Visit our website [LocoBuzz](#) for more information on our CX management products and services

Position: Admin & PA

Location: Sakinaka, Andheri East

Position Overview: The Admin & Personal Assistant to the CEO is responsible for managing day-to-day office administration while providing direct executive support to the CEO. The role requires strong coordination skills, discretion, responsiveness, and a proactive mindset to ensure smooth operations and effective time management for leadership.

Key Responsibilities:

- Manage office administration, vendors, and daily operational requirements.
- Coordinate travel, logistics, and scheduling for leadership.
- Maintain the CEO's calendar and ensure effective meeting planning.
- Prepare and circulate meeting notes and track action items.
- Coordinate with support staff and drivers for daily requirements.
- Maintain and organize important documents and records.
- Provide personal and administrative support to the CEO as required.

Key Expectations

- High responsiveness and availability during working hours.
- Proactive approach with strong ownership and follow-through.
- Professional conduct, confidentiality, and discretion.
- Ability to multitask and handle priorities independently.

Preferred Skills & Qualifications

- Strong organizational and coordination abilities with high attention to detail.
- Clear, professional communication skills (written and verbal).
- Ability to thrive in a fast-paced, dynamic work environment.
- High level of integrity, maturity, and professionalism.
- Bachelor's degree in any discipline.
- Strong planning mindset with a natural inclination for structure and order.

Benefits:

- **Medical Coverage:** We care about your health and well-being. We offer comprehensive medical coverage to ensure you and your family access quality healthcare.
- **Opportunity to Work in a Fast-Paced and Dynamic Organization:** At Locobuzz, we thrive on innovation and agility. You'll have the chance to work in an environment where every day brings new challenges and opportunities for growth. Your contributions will make a real impact on our dynamic organization.
- **Learning and Upskilling:** At Locobuzz we believe in continuous learning and development. You'll have access to resources and support for your professional development, which may include training, workshops, and opportunities to expand your skill set.
- **Collaborative Workplace:** Collaboration is at the heart of our culture. You'll be part of a team that values open communication, knowledge sharing, and working together to achieve common goals. Your ideas and insights will be heard and respected, fostering a sense of belonging within our collaborative workplace.