

---

## HR Jobs- Administrative Assistant-Investment Bank-Bangalore ( 3-6yrs)

for Leading Investment Bank

**Job Location :** Bangalore

**Salary :** 4 - 8 Lakh Per Annum

**Experience:** 3,6 Posted on: 22 May

**Industry:** Financial Services

**Job Type :** Permanent

## Job Description

---

Employer : Leading Investment Bank

Position : HR- Admin Assistant

Location : Bangalore

Qualification : Any Graduate / Post Graduate with relevant experience

Experience : 3 yrs+

### Roles and Requirements

Provides administrative support in a complex team environment to a senior executive and group.

- Coordinates complex, senior-level internal / external meetings and conference calls.

- 
- Handles a high volume of phone calls and interacts with high level business leaders in a professional and effective manner.
  - Single point of contact for team administrative activities
  - Supports internal and external managers or clients.
  - Organizes and ships literature to clients.
  - Responds and follows up on client requests.
  - Maintains complex and extremely detailed calendars and prioritizes meeting requests and related logistics.
  - Coordinates a high volume of domestic and international travel arrangements and processes expense reports.
  - Prepares and distributes divisional correspondence, memos, letters, reports or other documents as requested.
  - Maintains understanding of firm policies and handles certain issues independently.
  - Manages monthly invoices and arranges for payment.
  - On-boards new hire, processes new employees, transfers, termination, etc.
  - Responsible for participation in general administrative duties (copying, filing, faxing, archiving), ad-hoc projects, committees and or group events.
  - Orders supplies and keeps inventory well-stocked.

---

Please share your resume at [navdeep@phenomplacements.in](mailto:navdeep@phenomplacements.in) with below details:

1. Current Salary
2. Expected Salary
3. Notice Period
4. Current Location
5. Current Employer
6. Ok for Bangalore-Yes /No

Regards,

Navdeep

Phenom Placement

[navdeep@phenomplacements.in](mailto:navdeep@phenomplacements.in)

---

**Keywords:** HR Jobs, Investment Bank Jobs

## Desired Candidate Profile

---

**Education:** Any Graduate - Any Specialization,Any Post Graduate

**Experience:** 3,6