

Notice for Placement

Job opportunity for EA & Human Resources Lead, Boyden Mumbai

Company Name:- **Boyden India Advisory Services LLP**

Position:- **Executive Assistant and HR Lead**

Company Website:- www.boyden.com/india

Work Location:- **Lower Parel, Mumbai**

Company Background/About Company: kindly visit our website given above.

Job Profile / Responsibilities:

A. Executive Assistant to Managing Partner:

- Maintain various data archives and databases, master the Boyden Intranet and updating it.
- Printing: brochures, stationery; year-end greetings, etc.
- CEO Data Analytics Support: maintain metrics, prepare data for strategy meets.
- Produce information by transcribing, formatting, inputting, editing, retrieving, and transmitting text, data, and graphics.
- Conserves MD's time by reading, researching, and routing correspondence; drafting emails/letters and documents.
- Prepares reports by collecting and analyzing information.
- Drives short term projects to closure e.g; organizing annual offsite, etc.
- Review operating practices and implement improvements where necessary

B. HR Operations Support:

1. Training & Development Support

- a. Work with the Research Head to structure RA training and implement the programs agreed upon. Develop additional training as needed for AAs based on job requirement.
- b. Organize and deliver induction training to all new BAs, RAs, AAs.
- c. Organization and delivery of the annual company off-site meet.

2. Performance Review Support

- a. Maintain the Feedback Tracker that captures assignment feedback as input for RA appraisals.

3. Employee Engagement & Culture Building

- a. Maintain the Employee Policies Manual

- b. Help create and maintain a positive, productive, and professional culture in the company.
- c. Promote periodic bonding sessions in all offices, act as a channel for any issues, and get them resolved.
- d. Motivational: 'Congratulations' emails, birthday cards to colleagues, organize celebrations for special occasions (e.g. Diwali, Xmas, major birthdays and special achievements)
- e. Maintain employee joining data form and the information gathered.

Key Skills:

- Strong verbal and written communication skills
- Strong Information gathering and monitoring skills
- Good Organizational and planning skills
- Good Problem solving judgment and decision-making ability
- Good attention to detail and accuracy
- Strong values and work ethic, unquestionably honest
- High on Initiative, a self-starter, mature.
- A pleasant personality.

Required Qualification: Graduate and Certificate/Diploma in HR Management desirable.

Experience: 3-5 years experience providing support to a senior level executive (CEO/MD, VP/Director)

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Elfreda Alphonso Email id: - ecalphonso@boyden.in

Contact no: - 91-22-43457724

Corporate Office:

Boyden India Advisory Services LLP, 2nd flr, Phoenix House 'A' Wing, 462, SB Road, Lower Parel Mumbai 400013, India.