

# **NICDC LOGISTICS DATA SERVICES LIMITED**

## **Job Description – Executive Assistant (Admin)**

### **COMPANY PROFILE:**

NICDC Logistics Data Services (NLDS) is a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation. It aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India.

### **POSITION OBJECTIVE:**

We are seeking a detail-oriented Executive Assistant (Admin) to support coordination activities and manage day-to-day official work.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Accurately enter, update, and maintain data in company databases and systems.
- Manage day-to-day official documentation and records.
- Coordinate with internal departments and external stakeholders for smooth workflow.
- Prepare reports and summaries using MS Excel.
- Maintain proper filing (digital and physical) of official documents.
- Assist in drafting official correspondence, emails, and letters.
- Monitor and track tasks, follow-ups, and deadlines.
- Ensure data accuracy, confidentiality, and integrity.
- Support administrative and operational activities as required.

### **KNOWLEDGE & SKILLS:**

- Strong proficiency in MS Office (MS Word, MS Excel, MS PowerPoint).
- Good typing speed with high accuracy.
- Ability to multitask and handle confidential information responsibly.

### **MINIMUM REQUIREMENTS:**

- **Academic Qualification:** Graduate in any discipline from a recognized university, certification in computer applications/MS Office preferred
- **Experience:** 3–5 years of relevant experience in administrative coordination.

### **COMPENSATION:**

As per company norms.