

About Us

Myelin Foundry (www.myelinfoundry.com) is a young, funded deep tech foundry. We leverage AI to create global first solutions across industries, with the current focus one edge AI solutions for media & entertainment and IIoT applications.

Job Description

Job Title: Administrative Assistant

Salary: Competitive

Location: Bangalore

Job Summary

The Administrative Assistant will provide comprehensive administrative support to the assigned officer. This role requires a proactive individual with excellent organizational skills, the ability to multitask, and a keen attention to detail. The successful candidate will be responsible for handling a wide range of administrative and executive support-related tasks.

Key Responsibilities

- Provide administrative support to assigned senior management, including scheduling meetings, preparing agendas, and managing calendars.
- Planning meetings and taking detailed minutes
- Assist in the preparation of regularly scheduled reports and presentations.
- Handle travel arrangements and itineraries for executives.
- Serve as the primary point of contact for internal and external stakeholders for the assigned senior management.
- Answer and direct phone calls and handle inquiries and correspondence.
- Coordinate and manage communication with clients and partners.
- Own and manage internal and external communications (written and verbal) on behalf of the leader, ensuring clarity, professionalism, confidentiality, and alignment with organizational priorities.
- Engage confidently with senior executives and key stakeholders, demonstrating sound judgment, discretion, and the ability to communicate clearly across levels.

Qualifications

- **Education:**
 - Bachelor's degree in Business Administration or a related field preferred.
- **Experience:**
 - Minimum of 2 years of experience in an administrative role.
 - Experience in a startup or technology company is a plus.
- **Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Excellent written and verbal communication skills.
 - Strong organizational and time-management skills.
 - Ability to handle multiple tasks simultaneously and prioritize effectively.

- High level of professionalism and discretion

Personal Attributes:

- **Detail-Oriented:**
 - Strong attention to detail and accuracy in work.
- **Proactive:**
 - Ability to anticipate needs and take initiative.
- **Team Player:**
 - Collaborative and able to work effectively with a diverse team.
- **Adaptable:**
 - Flexibility to adapt to changing priorities and requirements.

Soft Skills:

- Excellent organization and communications skills
- Ability to work well with a diverse group of dedicated professionals
- Positive attitude, Good analytical skills
- Out of the Box Thinking and Innovative in Problem solving

Contact

Interested candidates can send their resumes directly to careers@myelinfoundry.com