



Logistics that empowers

Executive Assistant



About Freight Tiger and the Opportunity

Freight Tiger has built India's largest unified freight network, which combines offline with digital to build a modern operating system for the logistics industry. This is revolutionary for a supply chain that is traditionally fragmented, offline, and time-intensive. As India aims to bring down logistics costs from over 14% to under 10% of GDP, Freight Tiger is positioned to be at the forefront of this ambitious endeavour.

Freight Tiger's malleable software enables a collaborative freight network, creating value for every stakeholder in the supply chain, from large-scale producers to individual drivers. It is truly neutral, which is virtually unheard of in the logistics industry. This will give you the opportunity to apply your financial acumen to creating profitability while addressing the needs of a vast variety of customers being served by a layered and complex solution.

What we need from you: the ability to deal well with ambiguity, have the foresight and think critically. If you're resilient, love a challenge and have lots of drive, you'll fit in well at Freight Tiger.

What you get in return: a seat at the table at a growth-stage tech startup with a brilliant team and massive potential.

Freight Tiger is backed by Lightspeed Venture Partners, Moonstone Investments, Shriram Transport Finance, Munjal Family Trust, Florintree Infra and Aroa Ventures.

Customers: Our 300+ customers include Saint Gobain, Dalmia Group, JSW Steel, ITC, DHL, MRF, and Pernod Ricard - many of India's largest companies.

Website: www.freighttiger.com

Email: hr@freighttiger.com

The Nitty-Gritties

Location: Mumbai

About the Role:

We are looking for an energetic Executive Assistant who will be the go-to person for the CEO and COO of the Company. If you are a smart, well-spoken and passionate professional with strong experience in supporting C-level executives and looking for a role with the right balance of challenge, learning and a dash of fun, your search stops here!

Key responsibilities:

- Assisting in the day to day activities of the CEO and COO.
- Facilitate Travel/Hotel bookings for the CEO and COO.
- Support in the calendar management for the CEO and COO.
- Organizing meetings and acting as a point of contact between the CEO/COO and the internal/external stakeholders.
- Organize and make necessary arrangements for external events/seminars for the CEO and the COO.
- Act as the first contact point to greet external visiting parties and communicate with the CEO and the COO.
- Ensure all subscriptions and utilities (telephone, internet etc.) are upto date to ensure zero disruption
- Producing reports and presentations for meetings with the CEO/COO.

Preferred qualifications/skills:

- 3+ years of experience in EA to senior management.
- Good communication skills with the ability to articulate well and confidently with all stakeholders, especially Senior Management

- Good working knowledge of Ms Office - Excel, Word, PowerPoint and Google Calendars.
- Good negotiation and interpersonal skills.
- Self-motivated with a proven track record of success & achievement.
- Clear evidence of a strong work ethic, ambition and resilience.
- Able to act quickly and work under pressure.
- Good analytical, reasoning and problem-solving skills required.
- Be flexible and able to work in a fast-paced, dynamic environment.
- Be fast, efficient and able to juggle multiple assignments.
- Ability to switch gears quickly.
- Ability to maintain a high level of integrity and discretion in handling confidential information.