



Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref No : umu/R/07-26/716

Date : 15/07/2026

Job Title: Executive Assistant

Department: Administration

Qualification: Bachelor's degree in Business Administration, Management, Commerce, or related field. Knowledge of MS Office Suite (Word, Excel, PowerPoint, and Mails), scheduling tools, and virtual meeting platforms (Zoom, MS Teams)

Experience: Minimum 3–5 years of experience as an Executive Assistant, Personal Assistant, or in a similar administrative role.

Key Responsibilities

- Manage executive's calendar, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Serve as the primary point of contact between the executive and internal/external stakeholders.
- Organize and maintain files, records, and confidential information.
- Coordinate and prepare agendas, reports, and minutes of meetings.
- Monitor and follow up on assigned tasks, projects, and deadlines.
- Handle incoming calls, emails, and inquiries professionally.
- Assist with event planning, conferences, and official functions.
- Ensure smooth day-to-day functioning of the executive office.

Interview Process: Online/ Hybrid mode Interview will be conducted only for shortlisted candidates

Job location: Ranchi

Pay Scale: As per University Norms

Apply Mode: Email at careers@umu.ac.in

Last Date to apply: 20 July 2026

College website URL: umu.ac.in

How to Apply: Interested candidates send their letter of interest and detailed resume (soft copy) to careers@umu.ac.in with a subject line, Application for the post of Executive Assistant.

Postal Address with Contact Number: Usha Martin University, At Village Narayansoso Block Office
Ranchi – Purulia Road, Highway, Angara, Jharkhand 835103

Authorized Person Signature with Seal

कुल सचिव

Usha Martin University

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