WE ARE HIRING!

EXECUTIVE PERSONAL ASSISTANT

To the Founders – Raja & Vandana

DESIGN BY RAJA | Luxury Wedding Design & Décor Studio

Smart. Organized. Proactive. Professional.

Design by Raja is looking for a dynamic, intelligent, highly organized, and well-spoken Executive Personal Assistant to work closely with our founders, Raja & Vandana, managing their professional schedules, client communications, meetings, and internal team coordination.

We are looking for someone who can take ownership of daily coordination, anticipate requirements, and ensure smooth communication between the founders, clients, and teams.

Key Responsibilities

- Calendar & Meeting Management: Schedule appointments, organize meetings, manage calendars, and coordinate daily priorities for both founders.
- Client Communication: Professionally interact with premium and high-profile clients, handle enquiries, schedule discussions, and follow up on requirements.
- Team Coordination: Coordinate with design, production, operations, and client servicing teams to track tasks, deadlines, and deliverables.
- Meeting Follow-ups: Prepare meeting notes, maintain action trackers, and ensure timely completion of commitments.
- Daily Planning: Organize schedules, reminders, important calls, appointments, and priority tasks.
- Project Updates: Collect progress reports from internal teams and provide regular updates to the founders.
- Travel & Event Coordination: Manage travel arrangements, site visits, client appointments, and event-related schedules.
- Confidentiality: Handle sensitive client information, business communications, and management matters with complete discretion.

Ideal Candidate

- Smart, confident, presentable, and highly professional.
- Excellent English communication skills; Telugu and Hindi are added advantages.
- Strong organizational, multitasking, and time-management abilities.
- Comfortable communicating with high-profile clients and senior professionals.
- Proactive, quick-thinking, solution-oriented, and capable of working independently.
- Proficient in Google Calendar, MS Office, WhatsApp Business, and digital productivity tools.
- Experience as an Executive Assistant, Personal Assistant, or Executive Coordinator preferred.
- 2–5 years of relevant experience preferred.

- Flexible to work around important meetings, events, and occasional travel requirements.

What We Expect

Someone who doesn't just manage schedules but manages priorities, follows through on commitments, and makes the founders' professional lives more organized and efficient.

📍 Location: Hyderabad

💼 Position: Full-Time

👥 Reporting To: Raja & Vandana – Founders

💰 Salary: Attractive package based on experience and capabilities.

Be the driving force behind the people who create extraordinary wedding experiences.

Apply Now!

Send your CV and brief introduction to:

hr@designbyraja.com / 9859112999

DESIGN BY RAJA

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