

Administrative Assistant - Renevik Solar (An Initiative by Vikas Arya Group)



Role: Administrative Assistant

Employment Type: Full Time, Permanent

Location : Goa, Headquarters

Department: Office Administration

About Renevik Solar:

Established in 2020 by [Saket Arya](#) and [Rashi Arya](#), we are a group of driven and aspirational micro-entrepreneurs, committed to making a significant and lasting difference in India's solar energy industry, determined to improve people's lives by reducing their electricity bills and providing them with a hassle-free customer experience.

Our vision is to empower the common man's future with energy independence while making the world greener, cleaner and leaner. With a 2x yearly revenue growth rate, we are among the fastest-growing solar solution providers in India.

Our mission is to build a robust ecosystem of knowledge, technology and trust that accelerates mass market adoption of green energy while enabling financial freedom. Our motto is, 'Under Promise, Over Deliver'.

Our core values are building trust and maintaining integrity. Strengthening these two values at every step drives our decision-making, shapes our behavior, and fosters a shared sense of purpose. It also influences how we approach our daily tasks, and helps us stick to timelines, complete projects with highest quality, and ensure clear and quick customer support and after-sales services.

We are looking for someone who plays a vital part in maximizing the CEO's effectiveness. We achieve this by providing comprehensive support that frees the CEO's time to focus on high-level strategic initiatives. This includes managing the CEO's schedule, anticipating needs, and handling a wide range of administrative tasks.

Who should apply?

- A minimum of 3+ years of experience in office administration working closely with founders or CXO's in a similar role.
- You are an energetic and detail-oriented individual with a strong work ethic and a passion for keeping things running smoothly.
- You possess excellent communication and interpersonal skills, and can build rapport with individuals at all levels.
- You possess excellent discretion and maintain the utmost confidentiality in all matters.

Administrative Assistant - Renevik Solar (An Initiative by Vikas Arya Group)



Key Responsibilities include leading the team to accomplish the following tasks.

1. Founder Support:

- Manage the Founder(s)' calendar, scheduling appointments, travel arrangements, and meetings.
- Anticipate needs and proactively provide support to ensure the Founder(s) can focus on strategic priorities.
- Draft and manage correspondence (emails, letters, etc.) for the Founder(s) with clear and concise communication.
- Prepare presentations and reports as needed.
- Organize and manage travel logistics, including booking flights, hotels, and car rentals.
- Manage expense reports and reimbursements.

2. Office Administration:

- Manage the Founder(s)' office supplies and equipment.
- Maintain a well-organized and efficient workspace.
- Manage and prioritize incoming calls, emails, and inquiries, directing them to the Founder(s) as appropriate.
- Arrange and coordinate meetings for the Founder(s) and office, including booking conference rooms and catering.
- Prepare agendas and minutes for meetings.
- Oversee office procedures and ensure smooth workflow.

3. Personal Tasks (as directed):

- Assist with personal errands and scheduling appointments.
- Manage travel arrangements for the Founder(s)' personal trips.
- Manage calendars and schedules for family members.

Job Specifications:

- **Technical Skills:** Zoho Suite, Calendar Management, MS Office/Google Suite.
- **Soft Skills:** Conversational Skills, Documentation & Presentation, Teamwork, Organization & Analysis, Time Management & Multitasking, Learning & Articulation, Attention to Detail. **Driving and flexibility** to travel on behalf of the founders would be appreciated.
- **Qualifications:** Bachelor's or Master's degree

Here's what you get:

- Be part of a thriving community and a passionate team driven by creativity and connection to make a difference in the green tech sector.
- Work hard, play hard! We offer fun team-building activities and outings.
- We invest in you with a competitive salary and world-class talent development programs.
- Never stop learning: Upskilling is on us! Take advantage of paid conferences, online courses, and certifications

Administrative Assistant - Renevik Solar (An Initiative by Vikas Arya Group)



How do you grow with us?

We know you're a financial whiz with a knack for problem-solving. That being said, the expected outcomes are:

30-day target	<ol style="list-style-type: none">1. Learn all tech systems and product/service offerings to be effective in the position2. Familiarize yourself with Renevik's processes, tools, and softwares (e.g., Zoho Suite).3. Start building relationships with key stakeholders and partners.
60-day target	<ol style="list-style-type: none">1. Establish working relationships with key team members across departments and stakeholders2. Effectively negotiate contracts with clients, ensuring win-win outcomes on pricing and project scope
90-day target	<ol style="list-style-type: none">1. Proactively anticipate the CEO's needs and provide comprehensive support to facilitate their strategic decision-making and maximize their effectiveness.

To find more about Renevik, its founders and culture, please click below:

- [Renevik on LinkedIn](#)
- [Company's Website](#)
- [Saket Arya, Founder and CEO, on LinkedIn](#)
- [Rashi Arya, Founder and COO, on LinkedIn](#)
- [Renevik on Instagram](#)

Plug into the power of teamwork: Join the Renevik Family! Fill this Google form to reach out to the hiring team directly : [Apply here!](#)