



Lee & Nee
Softwares (Exports) Ltd.

<https://lnsel.com/job/ea-to-director-female/>

EA to Director (Female)

Description

*Preference: Female candidates

Requirements:

- 4+ years of experience as EA / Executive Assistant
- Strong organizational & multitasking skills
- Proficiency in MS Office & professional communication

Responsibilities

- Calendar management & meeting coordination
- Travel planning, reports, and documentation
- Handling confidential communication
- Acting as a liaison between Director and internal/external stakeholders

Contacts

Candidates from Kolkata or nearby areas are preferred.

Interested candidates share your CVs to hrm@lnsel.com or Whatsapp **8100875471** or contact :**9903986256 / 03340695179**

Hiring organization

Lee & Nee Softwares Exports

Employment Type

Full-time

Duration of employment

4+ Years

Job Location

Kolkata, India

Date posted

25/02/2026