

Experienced

Senior Executive

Vision Systems - Samvardhana Motherson Reflectec (SMR) - Noida, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Vision Systems division enhances vehicle safety and visibility with high-quality mirrors and advanced camera systems, trusted by major automotive OEMs worldwide. Join us to collaborate with experts, work with cutting-edge technology, and help shape the future of safer, smarter mobility.

What you'll do

- Provide executive administrative support to the General Manager – SMR Australia
- Manage diaries, schedules, and prioritization for the GM – ensuring efficient alignment with AU working hours.
- Prepare professional documentation including presentations, governance papers, briefing notes, decision papers, and reports.
- Maintain and manage all executive correspondence, inbox triage, follow-up actions and deadlines.
- Co-ordinate company travel for SMR Australia (flights, accommodation, cars, itineraries).
- Maintain and process expenses, reconciliations and administrative requests.
- Keep all company secretarial and governance files up-to-date.
- Support meeting and committee coordination including agenda preparation, minutes, action registers, document distribution and follow-up.
- Assist in preparation and collation of monthly business reviews, KPIs, dashboards and executive reporting packs.
- Track progress of key projects and ensure timely follow-up of actions across departments.
- Provide communication support including drafting emails, notices, summaries and updates.
- Maintain digital filing systems, SharePoint repositories and controlled documents.
- Act as a coordination hub between SMR Australia and the AGO support teams to ensure timely delivery of tasks.
- Provide effective follow up process for all outstanding job requests.

What we are looking for

- Minimum 5 years experience in an executive assistant, senior administrative or coordination role.
- Experience supporting senior leaders in complex, fast-paced environments.
- Strong organizational and administrative capability, with ability to manage multiple parallel tasks.
- High accuracy in documentation, formatting, and data interpretation.
- Experience in multinational organizations or remote support environments.
- Experience supporting Australian or Western executives.
- presentations, reports and structured communication.
- Experience managing executive calendars, correspondence and priorities.

What we offer

- A competitive salary and range of benefits.
- Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.
- If you enjoy working in a fast-paced environment then look no further.



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