

## **Job Description**

Job title	Executive Assistant		
Reports to	Executive Manager	Department	Chairperson's Office
Location	New Delhi	<i>Level/Grade</i>	Grade - C

### **About the position:**

We are seeking a highly organized and proactive individual to serve as the Executive Assistant to the Chairperson. This role will provide comprehensive administrative support to the Chairperson, a Nobel Peace Laureate, ensuring smooth operations and effective management of their activities. The ideal candidate must possess exceptional organizational skills, attention to detail, the ability to handle sensitive information with discretion and be open to traveling.

### **Responsibilities :**

#### **Administrative Support:**

- Manage the Chairperson's calendar, scheduling meetings, appointments, and events with efficiency and accuracy.
- Support the Executive Manager to coordinate complex travel arrangements, including flight bookings, hotel accommodations, and ground transportation.
- Prepare and submit expense reports, ensuring adherence to budgetary guidelines.

#### **Research and Information Management:**

- Conduct research on various topics as required
- Organize and maintain electronic and hardcopy files, ensuring easy accessibility and confidentiality.

#### **Meeting Preparation:**

- Coordinate logistics for meetings, including venue booking, catering, audiovisual setup, and attendee communication.
- Take minutes and follow up on action items from meetings, ensuring timely execution of tasks.

#### **Protocol Management:**

- Assist in coordinating protocol-related activities and ensuring compliance with all diplomatic and organisational protocols.

#### **Confidentiality and Discretion:**

- Maintain strict confidentiality regarding sensitive information and discussions, exercising discretion in all interactions and communications.
- Uphold ethical standards and integrity in handling confidential matters and representing the Chairperson's office.

### Skills and competencies required:

- Proficiency in Microsoft Office Suite and other relevant software applications.
- Knowledge of bureaucratic & diplomatic protocols and international relations is desirable
- Fluency in English and Hindi

### Education, Experience and Exposure

#### Education

- Degree in relevant fields.
- Post graduate or PG Diploma may be an asset. Certification in Travel & Logistics Management would be an added advantage.

#### Experience & Exposure

- 4+years of experience as an Executive Assistant or similar role, preferably supporting senior executives or public figures
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders
- Strong organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously
- Adaptability and flexibility to navigate a dynamic and fast-paced environment.
- Commitment to maintaining confidentiality and upholding ethical standards.

## To Apply

- Interested candidates with relevant experience may send their application mentioning “**Executive Assistant**”. in the subject line, along with CV and cover letter justifying suitability for the position – role fitment based on present & past work experience to: [recruitment@satyarthimovement.org](mailto:recruitment@satyarthimovement.org) by **20<sup>th</sup> July 2024**
- Please indicate Current/Last drawn compensation, expected compensation and notice period in your application.

We are an equal opportunity employer and actively encourage individuals from diverse backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Note:** Due to the sensitive nature of the position, the name of the organization and specific details may be disclosed to qualified candidates during the interview process.