

Job Title: Executive Assistant to Chairperson's Office

Reports To: Director, Chairperson's Office

Location: New Delhi

Level/ Grade: B

About the position:

We are seeking a highly organized and proactive individual to serve as Executive Assistant to Chairperson. This role will provide comprehensive administrative support to the Chairperson. Ensuring smooth operations and effective management of 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.

Key Responsibilities:

Logistical Support:

- Manage the travel protocol and travel accommodation for the chairperson with efficiency and accuracy.
- Coordinate complex travel arrangements, including flight bookings, hotel accommodations and ground transportation.
- Prepare and submit expense reports, ensuring adherence to budgetary guidelines.
- Coordination of the on ground government protocol movement at various locations (National & International)

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:

- Maintain the contact list of the chairperson.
- 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.
- Drafting letters on Behalf of Chairperson.

Protocol Management:

- Assist in coordinating protocol-related activities and ensuring compliance with all diplomatic and organizational protocols.
- Communicate with EDs and Senior Management as and when required.
- Travel with Chairperson.
- Dealing with Indian Missionaries overseas (Embassy or Canaries).

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 specially HTML.
- Email etiquettes and Secretarial Knowledge.
- Knowledge of bureaucratic & diplomatic protocols and international relations is desirable
- Fluency in English and Hindi
- Good command on Short Hand Writing.

Education, Experience and Exposure

- Degree in relevant fields. Post graduate or PG Diploma may be an asset.
- Previous experience as a Protocol Officer, with a strong understanding of formal engagements and organizational protocols; international or cross - border experience is an added advantage.
- Certification in Travel & Logistics Management would be an added advantage.
- 5 years of experience as an Administrative Assistant
- Exposure 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

- Please fill out the application form by clicking on this link:
<https://forms.gle/oLK5MEyrt8zj1CnX8>
- Alternatively,
email recruitment@satyarthimovement.org with: "Executive Assistant to Chairperson's Office". In the subject line, along with CV/Resume and Cover Letter justifying suitability for the position – role fitment based on present & past work experience.

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.