

JOB DESCRIPTION

Executive Assistant to CEO

About the role:

This position is a critical supporting role with a high level of responsibility and impact. This position will primarily work with the CEO in reporting, planning, scheduling, and organising tasks to keep time and attention focused on company goals, projects, and priorities. The Executive Assistant lives in the now and develops and streamlines systems and processes to ensure the efficiency of projects and the effectiveness of communication across the organisation.

Responsibilities:

- You'll provide information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organising and presenting the information in useable and understandable formats such as Excel, Google Spreadsheets, Google Slides / PowerPoint.
- You'll prepare and/or edit internal and external presentations and communications using various media and event materials.
- You'll manage and maintain the Founder's calendar.
- You'll research people, events, companies, etc., with whom we can collaborate.
- You'll plan and organise meetings, conferences, training events, speaking engagements, business dinners, etc., including preparing all information, taking notes, and conducting follow-ups.
- You'll field all incoming correspondence.
- You'll create and maintain a digital information management system and serve as the information hub of the executive office.
- You'll manage a contact database including but not limited to: vendors, founder's contacts, potential event hosts, potential sponsors, potential podcast partnerships, business partners, etc.

- You'll prioritise items that need the Founder's attention.
- You'll be the eyes and ears for the leadership team making recommendations for efficiencies as needed.
- You'll lead special projects to plan responsibilities, set out milestones and timelines, and follow up for execution.
- You'll lead the Build-Operate-Transfer model for new initiatives.

Must-Haves:

- A graduate degree in any discipline.
- 2-5 years of relevant experience.
- Capable of working well as part of a team and independently.
- Open to travelling and commuting to field sites when needed.
- Strong business acumen.
- Ability to exercise sound judgment, show initiative and be proactive.
- High standards of ethics and confidentiality in handling sensitive information.
- Work experience in strategy or as a business analyst is an added advantage.

Skills:

You are responsible.

There are times when you will need to juggle many tasks simultaneously. Success in this role will require you to plan, prioritise and manage multiple tasks with multiple deadlines. You will need to delegate and/or supervise and coordinate support functions while ensuring the completion of all tasks.

You are a communicator.

This role manages the flow of information to members of the leadership team. This includes developing and organising meeting agendas and communicating with employees, customers, suppliers and other stakeholders. You will need to play a crucial role in building our organisation's reputation with employees, customers, investors and other stakeholders. You will have to maintain cordial and respectful relationships with all stakeholders. To be successful in this role, you must understand the importance of their role in influencing the organisation's culture, working environment, and brand.

You analyse data effectively.

The role involves preparing and formatting information for internal and external distribution. This may include compiling data for reports, creating presentations, writing reports, formatting team communications, editing, proofreading and other information preparation duties. In carrying out this work, you will need to research, collect or prepare documents, verify the facts, ensure completeness and have materials ready on time. Using automated tools and critical thinking skills, you will need to analyse data and create reports that enhance decision making across various business areas.

You are discreet.

You will have access to many forms of confidential and sensitive information. Maintaining confidentiality and exercising the discretion is essential for success in this role.

Location: Mumbai

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