

## JOB DESCRIPTION

# Personal Secretary to CEO

## About the role:

As the Personal Secretary to the CEO, this role holder will work with the CEO in planning, scheduling, and organising tasks to keep time and attention focused on company goals, projects, and priorities. The Personal Secretary will ensure that personal and professional calendars do not clash so that the CEO's time and attention can be best utilised for the blue-sky thinking required at the Foundation and quality time required at home.

## Responsibilities:

### → **Calendar Management:**

- Maintain and coordinate the CEO's personal and professional calendars, including scheduling appointments, meetings, and travel arrangements.
- Prioritise and organise the CEO's schedule, ensuring optimal time management and efficient use of resources.
- Remind the CEO of upcoming appointments and important tasks.

### → **Vendor Management:**

- Coordinate with vendors for various services, including travel agencies, event/party organisers, hotels, and other service providers.
- Obtain quotes, negotiate contracts, and ensure timely payment to vendors.
- Maintain a database of preferred vendors and contact information.

### → **Financial Support:**

- Assist with financial matters, including handling payments, invoices, and reimbursements for the CEO.
- Coordinate with the finance department to ensure accuracy and timely processing of financial transactions.
- Maintain expense records and prepare reports as required.

→ **Travel Coordination:**

- Arrange domestic and international travel itineraries, including flights, accommodations, ground transportation, and visa arrangements.
- Prepare travel-related documents and maintain detailed travel records.
- Provide necessary support during travel, including handling logistics and addressing any issues that may arise.

→ **Confidentiality and Communication:**

- Maintain strict confidentiality regarding sensitive information and discussions.
- Draft and prepare correspondence, emails, reports, and other documents on behalf of the CEO.
- Screen and prioritise incoming calls, emails, and messages for the CEO.

→ **Administrative Support:**

- Coordinate and schedule board meetings, executive meetings, and other important gatherings.
- Assist with organising company events, conferences, and other personal special occasions for the CEO.

## **Must-Haves:**

- Bachelor's degree in business administration, secretarial studies, or a related field (preferred).
- Proven experience as a personal secretary or executive assistant to a high-level executive.
- Familiarity with travel booking systems and expense management.

## **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 are discreet.**

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

**You are a communicator.**

You have strong verbal and written communication skills, with attention to detail and accuracy. This allows you to interact professionally with individuals at all levels.

**You are adaptable.**

You have the flexibility and adaptability to work in a dynamic and fast-paced environment. This allows you to handle unexpected situations with ease.

**Location: Mumbai**

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