

Job Description

JOB TITLE: Executive Assistant
REPORTS TO: Executive Director
LOCATION: New Delhi
SALARY: Compensation is not a constraint for the right candidate
TRAVEL: Domestic Travel may be required from time to time
KEY FUNCTIONS/RESPONSIBILITIES: • Administrative support: ○ The primary role is to handle scheduling and calendar management including coordinating meetings (including preparing meeting minutes), events, and travel. ○ Act as a consistent point of contact for all staff and teams, partners and any other stakeholders that need to reach out. ○ Filter the communications, prioritize them and ensure urgent messages reach properly and efficiently. ○ Prepare letters, reports, memoranda, tables, financial data, forms, and similar material based on dictation, rough draft, and plain or corrected copy; review materials for accuracy and formatting; initiate non-disclosure agreements (NDAs) ○ Establish and maintain record-keeping system for files, contacts, and employee directory • Strategic support & management: ○ Often you will help with report compilation, summarizing documents, event planning, and sometimes communication strategy. ○ Help identify and address operational challenges, allowing focus on high-level strategic decisions.
EDUCATIONAL QUALIFICATION and RELEVANT EXPERIENCE: • Bachelor's degree or equivalent • Minimum two years of relevant experience • Professional communications experience (Essential) • Experience of managing social media for an organisation
SKILLS AND COMPETENCIES: • Excellent written and verbal communication skills in English (knowledge of additional languages is an advantage).

- Knowledge of organising and streaming webinars and other online events (Essential)
- Strong interpersonal skills and social values (Essential)
- Good Project Management and Time Management Skills (Essential)
- Proficient in Word, Excel, PowerPoint (Essential)

DESIRED ATTRIBUTES:

- Young, energetic, and enthusiastic
- Creative mind set with the ability to present complex information in simple formats.
- Strong team player with intercultural sensitivity.
- Passionate about international development and humanitarian issues
- Exceptionally detail-oriented and strong personality
- Knack for keeping cool under pressure and juggling complex schedules and projects

DURATION: The post is offered on a 1-year rolling contract and is subject to a six-month probation period.

Please share your resume at: contact@pmspl.net.in