

Job Description

Executive Assistant to CEO - People and Operations

Location: Noida, Delhi NCR

Employment: Full-time, Monday to Saturday

Reporting to: CEO, / Managing Editor, Clear Cut Magazine

About the Role

Support the CEO across

and Clear Cut through executive assistance, stakeholder coordination, HR and office administration. Follow up on meeting decisions, coordinate with teams and ensure agreed tasks are completed. This is a demanding role, requiring the ability to manage multiple priorities, meet tight deadlines and remain composed under pressure.

Executive Support and Stakeholder Coordination

- Manage the CEO's calendar, meetings, travel and commitments; prepare meeting material, notes and action trackers.
- Track team and consultant deliverables, follow up on deadlines and flag matters requiring the CEO's attention.
- Coordinate with clients, partners, experts, speakers and vendors; maintain contact records and respond promptly.
- Draft routine correspondence and coordinate proposals, contracts and supporting documents for meetings and external engagements.

HR and People Operations

- Coordinate recruitment: job postings, sourcing, initial screening, interviews, assessments, feedback and offers. Maintain candidate, consultant, intern and project-resource databases.
- Manage onboarding, induction and personnel records; coordinate probation, appraisals, confirmations, promotions, transfers and exits, including clearances, settlement inputs and letters.
- Monitor attendance, leave, late marks, regularisation and timesheets through designated software; provide accurate monthly payroll inputs to finance.
- Respond to routine employee queries; coordinate engagement, internal communication and learning activities. Maintain HR trackers and support policy and statutory compliance with management and advisers.

Complex HR policy, legal compliance, compensation decisions and sensitive employee matters remain with senior management or appropriate specialists.

Office Administration and Facilities

- Oversee office cleanliness, repairs, maintenance, utilities and meeting-room readiness; coordinate with landlords, facility teams and service providers.
- Maintain supplies, stationery, pantry stocks, keys, administrative records and reorder levels; manage courier, post, printing, scanning, filing and dispatch.
- Maintain asset and inventory registers; coordinate equipment allocation, movement, servicing and returns.
- Support office safety, emergency preparedness and access-control procedures.

Procurement and Vendor Management

- Arrange office, project and event purchases within approved budgets and procedures; compare quotations, negotiate terms and prepare purchase requests or orders.
- Identify and empanel reliable vendors; maintain contracts and procurement records.
- Verify invoices and delivery or service completion before submitting bills for approval; follow up on payments and reconcile vendor accounts.
- Track administrative expenditure, subscriptions, warranties and renewals; identify practical cost savings.

Travel Guest Coordination and Events

- Arrange travel, accommodation, local transport, itineraries and guest visits, including invitations, confirmations, reception, refreshments and meeting arrangements.
- Plan logistics for fieldwork, workshops, meetings, podcasts and conferences. Coordinate venues, registrations, schedules, catering, branding, audio-visual arrangements, delegate materials and on-site operations.
- Coordinate podcast guests, recording venues or studios, hospitality and required releases or documents. Maintain checklists, contact sheets, run-of-show documents and contingency plans.
- Resolve operational issues; maintain booking, advance and expense records. Complete travel settlements and post-event closure, including bills, hired-item returns, participant records and follow-up actions.

Provide regular status updates, protect confidential information and undertake other reasonable HR, administration and operational duties as required.

Qualifications and Skills

- Graduate with 3–5 years of relevant experience in executive assistance, HR, administration or operations. A postgraduate qualification in HR or management is preferred.
- Practical knowledge of recruitment, employee documentation, attendance, payroll inputs, procurement, vendors, travel and events. Research, consulting or development-sector experience is an advantage.
- Strong English and Hindi communication, organisation, negotiation and follow-up skills; confidence in dealing with senior stakeholders.
- Proficiency in MS Office or Google Workspace and HR/task-management software; AI; sound judgement, attention to detail, discretion and ability to work independently.
- Willingness to travel locally and occasionally work beyond regular hours for events or urgent assignments.

Compensation and Growth

Indicative compensation: ₹5.0–6.0 lakh per annum, based on experience and capability. Exceptional candidates may be considered at a higher level. Strong performers can progress to senior executive, manager or head of Executive Office and People Operations, with a possible Chief of Staff pathway as their capabilities develop.

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