

Position: Executive Assistant

Department: Chairs Office

Report to: Executive Director - Area Operations

Location: Chennai

Job Type: Contract – 2yrs

Job Summary:

The Executive Assistant will provide high-level administrative support and coordination to the Executive Director (ED) - Area Operations, who leads a multidisciplinary support team of scientists and development coordinators as well as Area Directors focused research on Food systems, Livelihoods, Gender and Climate change in Agriculture, Fisheries and Biodiversity sectors. The role will involve assisting in daily operations, managing schedules, coordinating meetings, and handling communications, to ensure smooth functioning and support for the ED's strategic tasks.

Key Responsibilities:

1. Administrative Support:

- Manage and maintain the ED's schedule, including meetings, travel, and appointments.
- Handle correspondence, emails, and communication on behalf of the ED.
- Prepare/consolidate reports, presentations, and other documentation as needed.

2. Coordination and Liaison:

- Act as the primary point of contact between the ED and internal teams (Area Directors) as well as external stakeholders.
- Coordinate meetings and conferences with both internal and external participants, including drafting agendas, sending invites, and preparing necessary materials.
- Assist in managing relationships with external partners, donors, and stakeholders
- Ensure follow-ups on action points from meetings and provide regular updates.

3. Project Management Assistance:

- Assist in the coordination and tracking of projects from Area operations
- Monitor project timelines, deliverables, and milestones, ensuring alignment with organizational goals.
- Work closely with the project teams to facilitate smooth communication between the ED and Area Directors.

4. Documentation and Record Management:

- Maintain records and databases relevant to ongoing research, initiatives, and projects.
- Compile, review, and summarize scientific reports, project updates, and research findings for the ED's review.
- Handle confidential information with the highest discretion and professionalism.

5. Event Management:

- Assist in organizing workshops, seminars, and conferences relevant to the the area operations functions

- Coordinate logistics for field visits and meetings for the ED and associated teams.
- 6. **Other Duties:**
 - Provide administrative and organizational support for the implementation of special projects as assigned by the ED.
 - Stay updated on the organization's strategic goals and research priorities to proactively support the ED's initiatives.

Skills and Qualifications:

- **Education:** Bachelor's degree in a relevant field (Administration, Business, Environmental Science, Agriculture, or related field).
- **Experience:** At least 3-5 years of experience in a similar executive assistant role, preferably in research, NGO, or development sector.
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent written and verbal communication skills.
 - Proficiency in MS Office (Word, Excel, PowerPoint).
 - Ability to manage complex schedules and prioritize tasks efficiently.
 - Experience working with research and scientific teams is a plus.
 - Knowledge of the natural resources management and livelihoods is desirable.

Key Competencies:

- High level of professionalism, discretion, and confidentiality.
- Strong interpersonal skills with the ability to liaise effectively across departments.
- Proactive, with strong problem-solving and project coordination capabilities.
- Ability to work independently, as well as collaboratively in a team environment.