

Position: Executive Assistant

Department: Research & Development, Government Affairs

Reports to: Executive Director - R&D, Govt. Affairs

Location: Chennai

Job Type: Contract 2 Years

Job Summary:

The Executive Assistant will provide comprehensive administrative and coordination support to the Executive Director (ED) - R&D, Govt. Affairs. The ED leads a dynamic team of scientists and development coordinators engaged in cutting-edge research on Biotechnology, Geographic Information Systems (GIS), Climate Change, Agriculture, and Health & Nutrition. This role requires managing daily operations, organizing schedules, coordinating research-related activities, and acting as a key communication link between the ED and both internal teams and external stakeholders.

Key Responsibilities:

1. Administrative Support:

- Manage the ED's calendar, including scheduling meetings, appointments, and travel arrangements.
- Handle the ED's communications, including email correspondence and phone calls, prioritizing critical tasks and responding on behalf of the ED when necessary.
- Assist in drafting reports, presentations, and briefing materials for both internal and external use.

2. Research Coordination:

- Support the ED in coordinating cross-functional research projects on Biotechnology, GIS, Climate Change, Agriculture, and Health & Nutrition.
- Facilitate project timelines, monitor milestones, and ensure timely submission of reports and deliverables.
- Work closely with scientists and development coordinators to align research initiatives with strategic objectives.

3. Liaison and Communication:

- Act as a point of contact for internal teams, government officials, research institutions, and external partners.
- Prepare and distribute agendas, minutes, and action items for meetings and follow up to ensure actions are completed.
- Coordinate communication between the ED and government agencies for R&D and policy-related discussions.

4. Documentation and Compliance:

- Assist in the preparation of reports for government affairs, grant proposals, and regulatory submissions related to ongoing projects.
- Maintain records of research outputs, project documents, and compliance reports in line with government requirements and internal protocols.
- Ensure all documentation is managed in a secure and organized manner.

5. Project and Event Management:

- Organize and coordinate events, workshops, and conferences related to R&D, ensuring all logistical details are addressed.
- Assist with field visits and research trips, ensuring smooth coordination of schedules, accommodations, and necessary materials.
- Support the ED in managing interactions with external collaborators, donors, and other stakeholders.

6. Data Analysis and Reporting:

- Compile, summarize, and present data and research findings to the ED for strategic decision-making.
- Help in analyzing project budgets, financial reports, and funding status, assisting in the alignment of R&D efforts with budget constraints.

7. Team Support:

- Collaborate with scientists, development coordinators, and other departments to provide logistical and administrative support.
- Coordinate inter-departmental activities that contribute to the successful execution of research goals.
- Support the ED in training and mentoring junior staff and interns.

Skills and Qualifications:

- **Education:** Bachelor's degree in a relevant field (Administration, Environmental Sciences, Biotechnology, or related areas).
- **Experience:** At least 3-5 years of experience in a similar role supporting senior management, preferably in an R&D or research-focused organization.
- **Skills:**
 - Proficiency in MS Office (Word, Excel, PowerPoint) and data management software.
 - Strong organizational skills with the ability to multitask and manage complex schedules.
 - Excellent written and verbal communication skills.
 - Knowledge of R&D processes in Biotechnology, GIS, Climate Change, Agriculture, or Health & Nutrition is a plus.

Key Competencies:

- Strong attention to detail and problem-solving abilities.
- Ability to work under pressure, prioritize, and meet deadlines.
- Professional demeanor with a high degree of confidentiality and discretion.
- Collaborative team player with excellent interpersonal skills.