

Job Title: Executive Assistant to the Executive Director - Strategy & Operations

Reports to: Executive Director - Strategy & Operations

Location: Chennai

Role Overview: The Executive Assistant will provide high-level administrative support to the Executive Director (ED) - Strategy & Operations. The role involves assisting the ED in managing a diverse team responsible for Strategic Development and Operational Excellence and leads a team managing HR, Admin, Finance, and Communications team. The position requires excellent organizational skills, discretion, and the ability to handle sensitive information with confidentiality. The Executive Assistant will also be responsible for coordinating cross-functional tasks and supporting the operational efficiency of the support functions within the foundation.

Key Responsibilities:

1. Administrative Support:

- Manage the ED's calendar, scheduling meetings, and appointments.
- Prepare reports, presentations, and correspondence on behalf of the ED.
- Maintain a system for tracking key deliverables and deadlines.
- Coordinate travel arrangements, itineraries, and logistics for the ED.
- Assist in developing, documenting, and tracking the foundation's strategic plans and goals.
- Provide research and analysis for long-term strategies and growth initiatives
- Gather and consolidate data to prepare reports and presentations for strategic meetings.
- Track performance metrics and ensure timely reporting to stakeholders, including donors and government agencies.=
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2. Coordination and Liaison:

- Act as a liaison between the ED and internal teams (HR, Admin, Finance, and Communications), ensuring smooth communication and workflow.
- Assist the ED in organizing and conducting meetings with department heads, including preparing agendas and minutes.
- Follow up on action items and ensure timely completion of tasks assigned to departments.

3. Project Support:

- Assist in monitoring key projects within the support functions and ensure timely updates to the ED.
- Collaborate with department leads to gather information, analyze data, and assist in preparing strategic plans.
- Assist in managing organizational change processes, ensuring smooth transitions in the implementation of new systems or policies.

4. Operational Efficiency:

- Ensure that operational processes within the support functions align with the foundation's strategic goals.
- Assist in coordinating internal audits, policy reviews, and compliance checks across HR, Admin, Finance, and Communications.
- Help streamline operational processes to improve efficiency across HR, Admin, Finance, and Communications.
- Assist to HR & Finance department for documentation and other administrative tasks.
- Gather and consolidate data to prepare reports and presentations for strategic meetings.

5. Event Planning:

- Support the ED in planning and executing foundation events, workshops, and meetings.
- Coordinate with internal and external stakeholders to ensure the smooth execution of events.

6. Confidentiality and Discretion:

- Handle sensitive and confidential information with the highest level of discretion.
- Ensure that all matters related to the ED's office are dealt with in a professional and timely manner.

Qualifications and Skills:

- Bachelor's degree in Business Administration, Management, or related field.
- Proven experience in an executive assistant or administrative role supporting senior leadership.
- Proven experience in an executive assistant or similar role supporting senior leadership, ideally in the NGO, research, or development sector.
- Strong organizational, time management, and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Familiarity with NGO operations or support functions such as HR, Finance, and Communications is a plus.

Preferred:

1. Prior experience in supporting an executive in a similar role within an NGO or research foundation / corporate sectors.