

**Position: Executive Assistant to MD & CEO**

**Number of Positions: 1**

**Location: Mumbai**

**Purpose of the Role:** The key focus area for the role is to assist MD & CEO and provide support in his day to day activities.

**RESPONSIBILITIES:**

- Support the CEO in Business Planning, Budgeting decision and Relationship Management
- Assisting CEO in expansion plan and help him monitor the same
- Tracking progress of any new initiatives and present business
- Supporting CEO in budgeting, donor communications by preparing presentations and financial statements.
- Researching on the current trends / business models in the developmental sector.
- Schedule fund raising meetings and accompany CEO for the same
- Helping prepare for meetings and accurately recording minutes from meetings.
- Preparing and analyzing required data and reports.
- Coordinate with all department heads for the tasks given by CEO and for the work reports
- In charge for all the periodic communications from the CEO's office
- Ensure for the timely relevant escalations
- Managing bandwidth & assisting the CEO in prioritization

**REQUIRED QUALIFICATIONS, EXPERIENCE:**

- Candidate should have excellent communication skills (English and Hindi) and assertive
- Candidate must possess excellent analytical skill
- Candidate should be ready to travel and work in a growing organisation
- Candidate who is a self-starter and has eye to details
- MBA from a Tier 1/Tier 2 college. Person with prior knowledge of similar role will have advantage
- Male candidate preferred