

EXECUTIVE ASSISTANT TO CEO AND OFFICE

MANAGER New Delhi, India

DUTIES AND RESPONSIBILITIES

- Complete a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- ut especially skip meetings, appraisals, telephonic interviews for key positions, etc; any other administrative tasks delegated by CEO.
- Communicate directly, and on behalf of the CEO, with Board members, donors, staff, and others as and when required
- Provide a bridge for smooth communication between the CEO and team; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Work closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Respond to requests for materials regarding the CEO and the organization in general
- Understand manpower requirements of the organisation, and draft and post job descriptions as needed
- Screen the candidates by conducting telephonic or personal interview as the case may be; Conduct background verification of shortlisted candidates; Complete on-boarding and induction formalities of selected candidates; Plan and conduct exit formalities for smooth exit of employees leaving the organisation
- Plan events or activities regularly and take initiatives to engage employees and maintain friendly work culture
- Carry out any other duties and responsibilities as maybe assigned

BASIC QUALIFICATION

- Experience in executive office management required.
- General management experience preferred.
- Excellent written and spoken communication skills in Hindi and English.
- Stability in past jobs and positive referrals from direct supervisors will be plus points.

Compensation: Commensurate with knowledge and prior experience. Additionally, medical insurance and other benefits as per organization policy.

Location: New Delhi

How to apply:

The interested candidate should send a copy of resume and a cover letter expressing an interest in the role and with details of current and expected annual CTC to careers@savelifefoundation.org. Mention the name of the position in the subject of the email.

ABOUT SAVELIFE FOUNDATION

SaveLIFE Foundation (SLF) is an independent non-profit organisation focused on improving road safety and emergency medical care across India through high-impact and strategic interventions at the policy as well as grassroots level. For more, please visit www.savelifefoundation.org

In the recent past, SLF has secured protection for Good Samaritans who help injured persons, from ensuing legal and procedural hassles; convinced Government of India to draft and introduce a comprehensive road safety law for India; ensured ban on trucks from carrying protruding rods; trained over 9000 Police personnel to rescue and revive injured persons on the road and got two Private Member Bills introduced in the Parliament.

SLF's path breaking work has been recognised both nationally as well as internationally. To know more, read [NY Times](#), [Time](#), [BBC](#) and [National Geographic](#).

SLF has also been recognised as the best non-profit in India by Rockefeller Foundation, won the prestigious Prince Michael International Road Safety Award and is a member of the Clinton Global Initiative.