

## **EXECUTIVE ASSISTANT TO CEO & 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
- HR management 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 organization, 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 organization
- 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 point

**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](mailto:careers@savelifefoundation.org). Mention the name of the position in the subject of the email

## **ABOUT SAVELIFE FOUNDATION**

Globally, 1.25 million people are killed each year in road crashes. 90% of these fatalities occur in the developing world with India leading the global death toll with 150,000 deaths each year. SaveLIFE Foundation (SLF) is an independent, Non-Profit organization committed to improving road safety and access to emergency medical care across India and the developing world. SLF connects research, advocacy, communication and execution (RACE) to operate at the intersection of policy making and grassroots implementation for crash prevention as well as post-crash response. Over the past few years, SLF has facilitated the enactment of key legislations in India such as the Good Samaritan Law, adopted one of India's deadliest highways to transform it into a zero-fatality corridor, trained thousand of Police officers and volunteers in life-saving techniques and built award-winning technology to connect and assist stakeholders including bereaved families from extremely poor backgrounds. SLF has also been recognised as the Best Non-Profit in India by the Rockefeller Foundation, and has won the prestigious Prince Michael International Road Safety Award.