

## Executive Assistant to CEO

Job Title	Executive Assistant to CEO
Department	Management
Location	Delhi
Reporting Manager	CEO



### About SaveLIFE Foundation:

SaveLIFE Foundation (SLF) is a non-profit organisation committed to saving lives on roads in India. We have been recognised as the Best NGO in India by the Rockefeller Foundation and are a recipient of the prestigious Prince Michael International Road Safety Award. We partner directly with the government, industry, and local communities across India to make the most dangerous roads safer.

Road crashes kill over 1.3 million people globally each year. India holds the dubious distinction of being the world's number one in road crash deaths, with at least 150,000 fatalities and over one million serious injuries per year. Most victims come from extremely poor backgrounds. Road crashes have emerged as the number one cause of death for Indians in the age group of 15-45, dealing a crushing blow to the nation's productivity and a loss of 3% to our GDP each year - an amount that can eradicate hunger from India, twice over each year. Tragically, road crashes in India are also one of the biggest causes of death for children under age 14, with over twenty fatalities each day, mostly in the vicinity of schools.

SLF operates at the intersection of policy-making and grassroots impact. We are best known for getting India a Good Samaritan Law that encourages bystanders to help critically injured persons on the road, expected to save 50% lives otherwise lost to preventable injuries. Most recently, SLF has delivered an astounding 52% reduction in fatalities on the Mumbai-Pune Expressway, and a reduction of 69% on in fatalities on the Old Mumbai - Pune Highway (NH-48) through a combination of measures ranging from improved road engineering to technology-driven traffic enforcement to optimised trauma response – the Zero Fatality Corridor (ZFC) model.



### **Role Overview:**

The Executive Assistant will work directly with C-level executives and will be responsible for performing a number of administrative duties. This role is responsible for day to day work of the CEO's office which includes managing appointments, meeting dates, preparing agendas, minutes and other supports. S/He will plan, organize, anticipate requirements well in advance to support smooth running of CEO's office, with absolute confidentiality of information, at all times. This role needs to coordinate across the organization as well as externally, as per requirements of the task or as instructed by the CEO.

The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment.

We're looking for someone with a flexible schedule who can be available for weekends and holidays if needed as per requirement.



### **Key Responsibilities:**

#### **Planning**

- Prepare and prioritize tasks related to the office of CEO
- Prepare and facilitate the agenda for the meetings and organize efficiently

#### **Operational responsibilities**

- Plan day to day appointments, travel, other engagements of CEO and organize CEO's calendar accordingly.
  - Manage correspondence pertaining to CEO's office and as instructed by CEO (Printing letter copies, scanning, posting).
  - Contact stakeholders, officials, etc. for communication as required by the CEO and for setting up meetings
  - Organize venues and extend hospitality to visitors
  - Manage and update the address book (all external stakeholders especially government relations).
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- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
- Prepare internal and external corporate documents for team members and industry partners.
- Schedule meetings and coordinate with all the participants for their time as well as sharing details of venue/ link for virtual meeting
- Arrange corporate events to take place outside of the work place, such as fund-raising events and appreciation events.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and stakeholders.
- Undertake any other activities and responsibilities as required by the organization.
- Set up and maintain the integrated electronic and paper based filing systems.
- Contribute to the overall development of SLF and its activities

#### Process Improvement, Learning & Development

- Take initiative to establish standard practices in the given areas in line with the direction
- Actively participate in organization initiatives, planning and review discussions
- Adhere to timelines for execution and improve on the performance parameters as per the feedback provided
- Take the initiative to learn new developments/innovations
- Contribute new ideas to strengthen the solution
- Make maximum use of Technology in the departmental processes

Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager



#### Role Specifications:

##### Education

- Bachelor's Degree in Arts (English / Commerce any other relevant discipline)
  - Secretarial training course (preferred)
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## Experience

- Minimum 2 to 5 Years of Experience supporting C-Level Executives.
- Preferred experience in NGO/ Social Development Sector.

## Key Behavioural attributes

- Execution Focus
  - Building Trust & Relationships
  - Impact & Influence
  - Planning & Organizing
  - Communication
- Learning Focus
  - Learning Orientation
  - Analytical Thinking
- Adherence to Core Values of SLF
  - Dependability
  - Integrity
  - Mutual Respect
  - Spirit of Public Service
  - Leadership
  - Excellence



**How to apply:** Interested candidates can apply for this position by clicking on the following link and submitting their application. <https://forms.gle/hwCmi5KT2mg6JU558>

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