

**Job Description:** Executive Assistant for the CEO

**Location:** Mumbai or Geneva

**Salary:** Based on Experience

**Qualifications :**

- Undergraduate degree in commerce/humanities/economics/finance
- Expertise in Microsoft Office (including high proficiency in Excel & Powerpoint),
- Proficient with use of search engines and Google Calendar
- Minimum 2 years experience serving a CEO or Head of Organization with an international client base and/or several international partnerships
- Minimum 10 years' experience in support roles: secretarial, senior secretarial, office management, administration, HR, travel scheduling & travel booking, preparing MIS, etc.
- Proficient in both written and spoken English

**Responsibilities and Role :**

**1. *Managing the CEO's schedule and travel***

- a. Support CEO in planning, scheduling, and amending engagements upto one year out, using Google Calendar & conference calls.
- b. Processing, replying to, and continuous follow up of to numerous email invitations for conference participation, speaking engagements, video recordings, interviews, telephone and conference calls, meetings with clients and partner organisations, etc.
- c. Processing emails involves diarising events, identifying conflicts in calendar planning, identifying fee paying engagements, entering into correspondence to plan the CEO's visit including the details of meal times and local logistics including conveyance/transport on the ground in various countries.
- d. Ensuring the CEO is reimbursed for all out of pocket expenses by the event organiser or the company and engaging with the Company's accountant regularly to ensure travel costs are claimed from the client.
- e. Ensuring daily communication on the CEO's travel and scheduling requirements for that day and the upcoming week

**2. *Managing the CEO's filing system***

- a. Maintaining and managing the CEO's personal files, including personal property files and personal tax files.

- b. Maintaining and managing the CEO's project files relating to areas of work outside Company business eg. NGO's that the CEO is supporting and consultancy work being carried out in the CEO's individual capacity.

### **3. *Managing the CEO's Telecom and IT requirements***

- a. Ensuring optimisation of the CEO's telephone bills and ensuring that the CEO has data services and calendar access during all legs of travel internationally
- b. Trouble shooting CEO's telecom and internet difficulties by interacting with IT assistants and the CEO to resolve all issues within 24 hours

### **4. *Managing CEO's personal accounts and projects***

- a. Managing CEO's projects relating to areas of work outside Company business eg. NGO's and projects that the CEO is supporting and consultancy work being carried out in the CEO's individual capacity.
- b. Ensuring that the CEO's credit card bills are properly accounted for and reimbursements processed from clients directly
- c. Ensuring that all travel and hotel stays are properly credited to the relevant frequent flyer programs and hotel alliances.
- d. Maximising frequent flyer and hotel alliance benefits for the Company's staff and CEO
- e. Supporting and managing CEO personal tax filing process in India

### **5. *General Assistance***

- a. Responding to emails, drafting letters, sending gifts and marketing material to clients, ordering books and periodicals, etc.