

**Advertisement for the Position of EA to CEO cum Public Relations Officer (On Contract)**

Position	<b><u>EA to CEO cum Public Relations Officer (On Contract)</u></b>
No. of Vacancies	1 (one)
Organization	Apparel Made-Ups and Home Furnishing Sector Skill Council
Location	New Delhi
Experience	5-10 years
Salary	Rs.3.50 – Rs. 8.50 lakhs per annum
Job Description	<p><b>Executive Support</b></p> <ol style="list-style-type: none"> <li>1. Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.</li> <li>2. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.</li> <li>3. Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.</li> <li>4. Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.</li> <li>5. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.</li> <li>6. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.</li> </ol> <p><b>Board Support and Liaison</b></p> <ol style="list-style-type: none"> <li>1. Serves as the CEO's administrative liaison to AMHSSC's board of directors</li> <li>2. Assists board members with travel arrangements, lodging, and meal planning as needed</li> <li>3. Maintains discretion and confidentiality in relationships with all board</li> </ol>

	<p>members</p> <ol style="list-style-type: none"> <li>4. Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.</li> <li>5. Liaison with various Govt Departments and Ministries.</li> </ol> <p><b>Communications, Partnerships, and Outreach</b></p> <ol style="list-style-type: none"> <li>1. Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general</li> <li>2. Edits and completes first drafts for written communications to external stake holders</li> </ol> <p><b>Strategic Initiatives</b></p> <ol style="list-style-type: none"> <li>1. Works with the team in coordinating the CEO's outreach activities</li> <li>2. Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships</li> <li>3. Edits all, and creates acknowledgement letters from the CEO</li> </ol>
Qualification	<ol style="list-style-type: none"> <li>1. Bachelor's degree required</li> <li>2. Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization</li> <li>3. Experience and interest in internal and external communications, partnership development</li> <li>4. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platform.</li> </ol>
Skills required	<ol style="list-style-type: none"> <li>1. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail</li> <li>2. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners.</li> <li>3. Expert level written and verbal communication skills</li> <li>4. Demonstrated proactive approaches to problem-solving with strong decision-making capability</li> <li>5. Emotional maturity</li> <li>6. Highly resourceful team-player, with the ability to also be extremely effective independently</li> <li>7. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response</li> <li>8. Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment</li> <li>9. Forward looking thinker, who actively seeks opportunities and proposes solutions</li> </ol>
How to apply	Visit Naukri.com website, search the position advertised and submit your resume.
Last date of application	31 <sup>st</sup> January 2018
Posted on	17 <sup>th</sup> January 2018