

Advertisement for the Position of EA to CEO (On Contract)

Position	<u>EA to CEO (On Contract)</u>
No. of Vacancies	1 (one)
Organization	Apparel Made-Ups and Home Furnishing Sector Skill Council
Location	New Delhi
Experience	5-10 years
Salary	Rs.4.80 – Rs. 7.20 lakhs per annum
Job Description	<p>Executive Support</p> <ol style="list-style-type: none">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.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.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.4. Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.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.6. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. <p>Board Support and Liaison</p> <ol style="list-style-type: none">1. Serves as the CEO's administrative liaison to AMHSSC's board of directors2. Assists board members with travel arrangements, lodging, and meal planning as needed3. Maintains discretion and confidentiality in relationships with all board

	<p>members</p> <ol style="list-style-type: none"> 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. Liaison with various Govt Departments and Ministries. <p>Communications, Partnerships, and Outreach</p> <ol style="list-style-type: none"> Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general Edits and completes first drafts for written communications to external stake holders <p>Strategic Initiatives</p> <ol style="list-style-type: none"> Works with the team in coordinating the CEO's outreach activities Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships Edits all, and creates acknowledgement letters from the CEO
Qualification	<ol style="list-style-type: none"> Bachelor's degree required Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization Experience and interest in internal and external communications, partnership development Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platform.
Skills required	<ol style="list-style-type: none"> Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners. Expert level written and verbal communication skills Demonstrated proactive approaches to problem-solving with strong decision-making capability Emotional maturity Highly resourceful team-player, with the ability to also be extremely effective independently 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 Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment Forward looking thinker, who actively seeks opportunities and proposes solutions
How to apply	Visit Naukri.com website, search the position advertised and submit your resume.
Last date of application	5 th February 2021
Posted on	25 th January 2021