



Job Description - Executive Assistant

Designation: Executive Assistant

Reports to: Chief Executive Officer

Start Date: Immediate

Location: Bengaluru

About the Job

Job Description

The Executive Assistant to the CEO will work closely with the Chief Executive Officer to ensure smooth day-to-day operations of the CEO's office, manage executive scheduling, coordinate internal and external communication, and support the execution of key organizational priorities. The role requires a highly organized, proactive, and detail-oriented professional who can manage multiple responsibilities while maintaining confidentiality and efficiency in a fast-paced, mission-driven organization.

Key Responsibilities:

- Manage the CEO's calendar, scheduling internal and external meetings while prioritizing competing demands and ensuring efficient time management.
- Coordinate communication on behalf of the CEO with internal teams, board members, donors, partners, and senior stakeholders.
- Prepare briefing materials, meeting notes, presentations, and follow-up action trackers for CEO meetings and engagements.
- Support the CEO in tracking organizational priorities, ensuring timely follow-through on decisions and commitments.
- Organize and coordinate leadership meetings, including agenda preparation, documentation, and tracking of action items.
- Manage travel planning, logistics, and itineraries for the CEO's domestic and international engagements.
- Act as the primary coordination point for the CEO Office, ensuring smooth information flow between departments and leadership.
- Assist with preparation of reports, presentations, and documents for board meetings, donor engagements, and strategic discussions.
- Maintain confidential records, documents, and correspondence related to the CEO Office.
- Anticipate the needs of the CEO and proactively manage administrative, logistical, and communication requirements.



Requirements

- 4-5 years of experience supporting senior leadership in the development sector or similar organizations
- Strong organizational and coordination skills, with the ability to manage calendars, meetings, travel, and follow-ups across multiple teams.
- Proactive and dependable self-starter who anticipates leadership needs and ensures smooth day-to-day operations.
- Excellent written and verbal communication skills, including drafting emails, preparing documents, and supporting presentations for senior leadership.
- Ability to manage multiple priorities, track tasks, and coordinate effectively with internal and external stakeholders.
- Comfortable using digital tools such as calendars, document management systems, spreadsheets, and project tracking tools.

Application Requirements:

1. Letter of Intent (1 - 2 pages), describing personal interest and experience.
2. Resume/CV with relevant work experience.
3. Professional References (minimum of 3 with contact details).

Payscale:

Commensurate with experience.

Application Deadline: 25th April 2026

Application Link -

https://docs.google.com/forms/d/e/1FAIpQLScnu-5MBxCpt93_uTMql3DtHZKNxk5xKEtdpr4ud9pYnwkWQ/viewform?usp=sharing&ouid=116766901800742568857