



JOB DESCRIPTION

Job Title:	Executive Assistant
Place of Work:	New Delhi
Grade:	V
Reports to:	Director Finance, Administration & IT
Reporting to position:	None
Budget Responsibility:	None Directly

Purpose

To provide efficient Admin and secretarial support in the WaterAid Country Office in Delhi, Provide comprehensive secretarial and administrative support to the chief executive and Senior Management team. Manage the Front office and be responsible for Staff and Visitors Travel and Logistics, Events Management, Hospitality, Housekeeping, Petty Cash maintenance, Routine office and administrative support, Mail/Post and Filing. This being a critical programme support function, the position is expected to demonstrate people friendly attitude, provide timely support and high degree of confidentiality.

Responsibilities:

Provide high quality Executive Assistance to CE

- Manage the CE's diary including planning and organising meetings and travel
- Develop effective filing systems and maintain up to date records, ensuring archive material is safe and can be retrieved.
- Perform research and prepare briefings for the CE as required.
- Minute formal meetings, as required.
- Maintain a high level of confidentiality, discretion and professional integrity in working with the CE

Ensure Secretarial Assistance to Senior Management Team (SMT)

- Help with appointments, telephoning, correspondence, and.
- Manage calendars, schedule and coordinate meetings/conference calls.
- Support routine correspondence
- Coordinate with WaterAid Regional Offices, and other WaterAid offices as required by SMT

Responsible for Front Office Management

- Manage front office; provide a courteous, professional and knowledgeable point of contact for WaterAid office, promoting a positive image of WaterAid at all times.
- Maintain bulletin & display boards with current information, and publications
- Manage phone and mail including follow up of tasks where appropriate.
- Maintain a current list of contacts and addresses both in hard copies and soft
- Receive record and distribute incoming correspondence, and support in follow up actions.

Admin Functions

- Manage all travel booking and related works and communication for staff and visitors at CO
- Support in regular office communication - Compose routine correspondence.
- Responsible to maintain regular supplies (procurement of office admin consumables and for pantry)

- Responsible to maintain adequate stock of official stationery
- Oversee general upkeep of the office, supervising the work of casual helps
- Support in events (in organising venue, logistics and manage participants coordination)
- To Assist the Finance Officer and Accountant with Petty Cash Management and Expense statement
- Maintain master file for all office communications, and list of all Office files & other registers
- Support HR with maintenance of leave records and attendance
- Support Policy unit with update of the library and resource centre and related maintenance.

Any other tasks that might be assigned from time to time by the Chief Executive or senior managers

Person Specification

Qualification:

Essential:

- Graduation in any field
- General knowledge of office administration operations, functions, for running of an organisation
- Minimum 4 years experience in similar role
- High standards of personal presentation and excellent timekeeping
- Professional and mature approach: courteous and polite at all times
- Ability to work collaboratively in a team
- Self motivated and able to work on own initiative
- Ability to establish and maintain effective working relationships with employees, local service providers and to deal with public relations courteously and tactfully.
- Excellence in spoken and written English, ability to compose routine business letters
- Good Knowledge of Hindi
- Good interpersonal and communication skills
- Personal commitment to continuous self-development and to organisations values
- Calm approach, including when working under pressure with the ability to deal professionally with people at all levels
- Working knowledge of MS Software (i.e. Microsoft Office Word, Excel and Outlook)

Desirable:

- Education or Training in Office Systems or related field.
- Knowledge of the principles and practices of office administration.
- Experience of working with INGO
- Excellent personal and office organisation skills
- ability to maintain a high level of accuracy confidentiality concerning official information