



Job Title: Executive Assistant to Director General

Work Location: Mumbai

Reporting to: Director General

Key Areas of Responsibility

➤ **Administration**

- Proactively manage Director General's calendar and schedule, assist in maximizing time productivity, such as advising on upcoming commitments, prioritization, managing regular changes and dealing professionally with competing meeting requests.
- Efficiently manage required international and domestic travel arrangements, including hotel bookings, visa requirements etc. with minimal supervision, within known preferences.
- Organise Strategic meetings, Board and Board sub-committee meetings, including booking rooms, arranging catering, travel arrangements for external participants, and collation and circulation of relevant communication.
- Prepare meeting minutes, presentations for Board Meetings as well as other external and internal meetings and discussions.
- Manage Director General's filing systems, mailing lists, and contacts database, responding to and dealing appropriately with incoming and outgoing communication through various channels.
- Provide general administrative duties including drafting responses, collating, and preparing documents.
- Other administrative duties and special projects as may arise.

➤ **Liaison**

- Liaise with Director General to actively update work plan, projects and responsibilities, including monitoring commitments and deadlines.
- Build and maintain close connections with contact persons of the Board and Sub-Committee members, headquarters in Germany, diplomatic associations, and other external stakeholders.
- Co-ordinate internally with Regional Management and Functional Service Leads to ensure a smooth flow of business meeting agendas including tasks' follow-ups.
- Provide assistance to colleagues and visitors to make meeting appointment with the Director General, as appropriate to their requirement and urgency.

Qualifications and Experience:

- Bachelor's degree in any field.
- Minimum 10 years of experience as an executive assistant.
- Experience assisting a diplomat or foreign national is preferred.

Language Requirement:

Language	Level of Fluency
• English:	Highest level, verbal and written.
• German:	Intermediate level or higher, verbal and written (B1 or B2)

Personality and Skills:

- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and handle sensitive conversations with poise and diplomacy.
- Ability to multi-task amidst changing priorities and timelines.
- Intercultural competence

If interested in applying for this position, please [click here](#) to complete the application.

Date: 01.11.2023