
We create a better world by helping companies become great workplaces.

ABOUT THE ORGANIZATION

Great Place To Work® Institute is a global management research and consulting firm dedicated at enabling organizations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building performance based on trust. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 58 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.

POSITION: Executive Assistant to the CEO and Director

Location: Mumbai

Role	Executive Assistant to the CEO and Director, GPTW India
Description	<p>You will be reporting directly to the CEO / Director, and will be required to provide executive support in a one-on-one working relationship.</p> <p>You will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO, and also serve as a liaison to the board of directors (wherever applicable) and senior management teams; organize and coordinate executive outreach and external relations efforts; and oversee special projects. You must be creative and should be someone who enjoys working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.</p> <p>The ideal individual for this role will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. You will be required to have the ability to work independently on projects - from conception to completion, and must be able to work under pressure at times, to handle a wide variety of activities and confidential matters with discretion.</p>
Basic Qualifications	Bachelor's degree
Required Experience	<ul style="list-style-type: none"> • Strong, relevant experience of 5 to 10 years, supporting C-Level Executives • Experience and interest in internal and external communications and partnership development
Salary	At par with industry standards
Required Competencies	<ul style="list-style-type: none"> • Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms. • Strong organizational skills that reflect the 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 and donors • Exceptional written and verbal communication skills • Demonstrated proactive approaches to problem-solving with strong decision-making capability • Emotional maturity • Highly resourceful team-player, along with being extremely effective independently • Proven ability to handle confidential information with discretion, and adaptability to various competing demands, and demonstration of 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

Role and Responsibilities	<ul style="list-style-type: none"> • Completes a broad variety of administrative tasks 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. • Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to time and office. • Communicates directly, and on behalf of the CEO, with Board members, donors, important stakeholders, and others, on matters related to CEO's programmatic initiatives. • Researches, prioritizes, and follows up on incoming issues and concerns, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response. • Provides a bridge for smooth communication between internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff. • Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment (external & internal). • Provides leadership to build relationships (external and internal) crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact. • 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. • Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. • Maintains discretion and confidentiality in relationships with all board members • Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings.
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WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous organizations transform their workplaces and thereby impact industry and society.
- You will get the opportunity to learn continuously from the best employers globally.
- You will have the opportunity to write articles, address seminars and be known as a thought leader.
- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie.



CONTACT

Please email your updated resume, along with a cover letter addressing how you meet the above requirements, to in_careers@greatplacetowork.com (Subject: Application for EA to the CEO/Director_Name).

DIVERSITY POLICY

Great Place to Work® is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

Please reach out to us: in_careers@greatplacetowork.com

To read more about us: <https://www.greatplacetowork.in/>

