



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Executive Assistant to Chief Administrative Officer

Job Description:

- Provide support to CAO in his various activities, which include planning, outreach, management, administration, and responding to requests
- Coordinate CAO's interactions with functionaries, faculty, staff and individuals
- Convening and servicing Board of Governors Meetings
- Organize and prepare agenda and papers for Board meeting, committee meetings, and Academic Council meetings
- Take minutes, draft resolutions, and lodge required forms and annual returns
- Follow up on actions from meetings
- Oversee policies, making sure they are kept up to date and referred to the appropriate authorities for approval
- Maintain statutory books, including registers of members, directors and secretaries
- Deal with correspondence, collate information and write reports, ensuring decisions made are communicate to the relevant stakeholders
- Liaise with external regulators and advisers, such as lawyers and auditors as required
- Coordinate for preparation of annual report
- Collate information from various departments for citizens grievance portal, parliament questions, MHRD correspondence etc.
- Provide legal/financial advice
- Prepare letters, drafts and notes as per the guidance of CAO
- Maintain up to date record of all internal/external correspondence and records

Qualification & Experience

- The candidate should be minimum graduate in any discipline from any recognized university
- The candidate should have minimum five years of relevant experience
- The candidate should be proficient in MS-Office
- The candidate with MBA or with CS from Institute of Chartered Secretaries and Administrators (ICSA) preferred

Key Skills requirements:

- Untiring attitude, dedication, and ability to work for long hours
- Assume a fast-paced and entrepreneurial approach to the responsibilities
- Should be able to handle a multitude of tasks, with short and long-term objectives having at times, competing and conflicting level of priority
- Good verbal and written communication skills
- Interpersonal skills and the ability to work well with people at all levels
- Attention to detail and well-organized approach to work
- Ability to priorities work and to work well under pressure
- Good analytical and problem solving skills
- A diplomatic approach and the confidence to provide support to high-profile stakeholders of the Institute
- Integrity and discretion when handling confidential information
- Possess diplomacy, meticulous attention to detail, organizational and time management skills

Age: 35 years as on the last date of advertisement

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Reporting: The selected person will report to Chief Administrative Officer

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **September 12, 2019**.

[Click here to Apply](#)