

Job Description

POSITION TITLE: Executive Assistant, MDI Alumni Association
REPORTING TO: Director Alumni Engagement, MDI Alumni Association

DESCRIPTION

The Executive Committee (EC) of the MDI Alumni Association (MDIAA) seeks an experienced individual to serve as an Executive Assistant to the Senior Manager Alumni Engagement of the MDIAA. The short-listed candidate will assist the Senior Manager Alumni Engagement in the day-to-day functioning of the association secretariat and in fulfilling the mandate set forth by the Executive Committee.

DUTIES & RESPONSIBILITIES:

- i. Serving as the point of contact among the alumni, the executive committee, the general secretary, the industry and various other external stakeholders.
- ii. Formatting information for internal and external communication – memos, emails, presentations and reports.
- iii. Managing the general secretary's calendar and set up meetings for the EC.
- iv. Documenting and circulating minutes during meetings.
- v. Making travel and accommodation arrangements.
- vi. Maintaining daily expenses and preparing monthly or quarterly expense reports.
- vii. Assuming ownership of the secretariat's office supply inventory.
- viii. Organizing and maintaining the secretariat's office filing system.

PREFERRED QUALIFICATIONS:

- i. Excellent Microsoft Office knowledge (Outlook, Word, PowerPoint and Excel)
- ii. Excellent verbal and written communications skills
- iii. 5+ years of prior experience as an Executive Assistant or a Personal Assistant or an Administrative Officer.
- iv. Familiarity with office gadgets and their applications (e.g., e-calendars and copy machines)
- v. Proven track record of strong managerial skills.
- vi. Outstanding organizational and time management skills
- vii. Discretion and confidentiality
- viii. Should not be more than 45 years of age.
- ix. 1st class BA/BSc in any field of study from a reputed institution.

CTC:

INR 05,00,000 – 07,00,000 per annum (this includes employee medical insurance and all other expenses except travel and boarding while on tour)

Last date of receiving applications along with supporting documents is January 31, 2024.