Job Description   :   Executive Assistant
Assist CEO in meeting the organization goals

Reporting to   :   CEO

1. Purpose:

- Manage external and internal communication on CEO's behalf
- Analyse and present data to enable decision making by CEO.
- Independently handle one of the three key business areas, namely Marketing, HR, or IT.

2. Specific Tasks:

- Develop quick understanding of the business environment, internal organization and ways of working.
- Establish rapport with key people in the organization and consultants to the company.
- Understand growth targets of the company and hence various programs to meet these goals.
- Monitor and report progress on these programs. Highlight risks, delays, and opportunities to CEO.
- Lead and manage one of the three key business functions; Marketing, HR, or IT.
- Develop strategy in consultation with board members for the chosen function and manage the ensuing actions.
- Assist CEO in conducting monthly, quarterly, & annual reviews.

3. Requirements :
Skills, Knowledge &
Abilities

Essential

- A management / social sector related post graduation
- Ability to work independently with minimum instructions.
- Ability to analyse and break complex problems into smaller manageable parts.
- Ability to work in a non-hierarchical set up

Important

- Good communication and language skills. Fluency over at least 2 of 3 languages – Hindi, English, and Gujarati
- Ability to multi-task without getting stressed.
- Interest in healthcare and social issues related to it.
- Commitment to making a positive change to the healthcare scenario of the country.

4. <u>Remuneration :</u>

- ➢ 25K per month–negotiable for person with long prior work experience.
- ➢ Bonus and other benefits as per company policy
- ➢ Attractive ESOPs as per company policy

5. <u>Location :</u>

- ➢ Candidate would be based in Ahmedabad but should be open to frequent short travel.