

**Position – Executive Assistant to Chairman & MD**

**Experience – 18 – 22 yrs**

**Location – Corporate Office, Pune**

**Job Profile:**

- To perform complex and strategic tasks independently for the President’s office in order to support the activities.
- To act as liaison between all important stakeholders of President’s Office on all critical and important matters.
- To steer key functional and organizational meetings instead of President and drive the actions to closure.

<b>Key Accountability</b>	<b>Major Activities/ Tasks</b>
Executive Decision-Making Support	<ul style="list-style-type: none"><li>• Support CMD in development of long-range business plans, annual business goals and refinement of business strategy</li><li>• Act on behalf of the CMD in key Sectoral and inter-departmental meetings</li><li>• Act as the gate keeper for key items requiring CMD’s attention and decision</li><li>• Be a sounding board for the rest of the organization on key matters requiring CMD’s attention</li><li>• Ensure the Business Scorecard compliance</li></ul>
Project Management / Program Management	<ul style="list-style-type: none"><li>• Overseeing key projects from CMD’s office and ensuring closures of critical deliverables with hands on approach</li><li>• Development of new proposals, Special Projects as per the business need.</li><li>• Responsibility and accountability for meeting the assigned project goals within the timelines.</li><li>• Conceptualize programs and coordinate their implementation by working closely with the Business Units and Corporate Functions</li><li>• Provide ad-hoc support to CFTs</li></ul>
Data and NFA (Note for Approval) Analysis	<ul style="list-style-type: none"><li>• Perform frequent and rigorous research on key business topics to identify organization's fitment to</li></ul>

**Education Qualifications / Background**

- Degree in Engineering / Mathematics / Commerce
- MBA (With preferable specialization in Finance / Operations / Strategy)

**Relevant and Total Years of Experience**

- Experienced professional with 12-17 years of experience in large corporate setups. Preferable to have experience working across cross-functional teams
- Experience as Strategic Assistant / Executive Assistant / Chief of Staff to Top management would be an added advantage.
- Experience in operational implementation of systems, processes and policies supporting strategy.

**Technical/ Functional Expertise**

- Business Acumen and Knowledge
- Presentation
- Business Analysis
- Knowledge of business processes
- Data Analysis

**Behavioural Competencies (List only 3- 5 specific behavioural competencies)**

- Communication, Negotiation, and Influence
- Enterprise Leadership
- Drive for Result
- Collaboration
- Strong Interpersonal Skills
- Execution Excellence
- Ability to Challenge the Presidents and Team
- Entrepreneurial Personality