

ANDHRA PRADESH ECONOMIC DEVELOPMENT BOARD

| Position - Executive Assistant to CEO, APEDB | |
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| Summary | <p>The Executive Assistant will provide high-level diverse secretarial and administrative functions to the CEO, exercising your independent judgment and discretion in performing tasks and developing strong working relationships with your team. You will also need to work autonomously, be flexible in the way you work in order to respond to their working preferences and rapidly changing pressures and priorities in order to deliver a busy workload. This role provides an opportunity to gain a real insight into government working.</p> |
| Preferred Experience | <ul style="list-style-type: none"> • Masters degree in English, Communications, International Relations or Business Administration preferred. • Generally 3 years of high level/executive administrative support or other relevant experience. • Demonstrated communication skills to include excellent oral and written English language skills and ability to communicate ideas effectively. • Demonstrated organizational skills, ability to organize and prioritize workload, track assignments and provide organizational support CEO, APEDB. • Impeccable attention to detail and strong planning skills. • Advanced computer skills to include Microsoft Excel, Word and PowerPoint. • Ability to multi-task and troubleshoot. Excellent interpersonal and problem solving skills • Proficiency in collaboration and delegation of duties • Ability to interact effectively with a variety of people in international and multi-cultural environments. • Proactive approach to work and must be able to manage multiple tasks and people under tight working conditions and in a government compliant atmosphere. • Ability to complete tasks and projects on time to a high standard to tight deadlines and under pressure. |
| Roles and Responsibilities | <ol style="list-style-type: none"> 1. Inbox management for CEO, APEDB. Managing mailboxes effectively, agreeing and applying systems for highlighting priority e-mails, correctly identifying where action is needed and organising e-mails in folders by subject, theme or topic. On some occasions, this could involve proactively managing the inbox to their specific preference, reviewing emails and using judgment to respond on behalf of the CEO where needed; ensuring work coming in is directed to relevant colleagues, actioned or filed. 2. Manage schedule for CEO, including complex business and personal |

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| | <p>calendars; Schedule meetings via telephone, videoconference, and in-person; Prepare travel arrangements and itineraries for CEO, APEDB for all domestic and international travel to include detailed agenda and itineraries, hotel, flights, dining, and ground transportation;</p> <ol style="list-style-type: none"> 3. Conduct research to prepare, gather, and proof briefing materials, agendas, and decks for all executive meetings 4. Manage electronic filing system and knowledge sharing; 5. Facilitate the tracking and signing of all documents executed by the CEO; Serve as an approachable and helpful point of contact for all parties for the Chief Executive Officer's office. 6. Liaise with staff to streamline and effectively communicate 7. Assist in coordination of regular Senior Management, Management, all-staff and Cross-departmental team meetings, preparing agendas, notes and minutes as requested; 8. Arrange logistics for visitors to the office: hotel, transportation, meeting space, meals; 9. Prepare expense reports for CEO and process payment of all required invoices; 10. Liaise with Senior Management, Management and other staff to facilitate cross-departmental information sharing; Create monthly organization-wide metric reports in close coordination with the PMU, whenever required; 11. Support the planning and logistics for meetings of the Board, APEDB , including the preparation of substantive informational updates for these meetings; 12. Edit and translate documents as needed; 13. Occasional travel both national and international to handle all logistics for meetings, and other engagements involving the Chief Executive Officer, as needed 14. Any other work as assigned by the CEO |
| Supervises | Staff working in CEO's office |
| Works in coordination with | All departments |
| Reports to | CEO |
| <p>Note: All job postings will adhere to the guidelines mentioned in the G.O. Ms.No 89 Finance (HR.I) Department of the Government of Andhra Pradesh</p> | |