

Terms of Reference (TOR):

Position: Executive Associate

About the position:

The Executive Associate will provide close, high-trust executive support to the Executive Officer by managing day-to-day schedule and time, capturing instructions and decisions in real time, sending communications as dictated, maintaining a live task and follow-up system, and ensuring timely closure of action points despite frequent interruptions, calls, and rapidly changing schedules.

This is a high-intensity role requiring discretion, professionalism, strong writing, and the ability to work in dynamic environments.

Key Responsibilities:

A. Real-time meeting support & action capture

- Accompany the Officer during meetings/engagements as required.
- Capture key discussion points, decisions, and verbal instructions accurately.
- Convert instructions into **clear action points** and confirm the follow-up list after meetings.
- Draft brief notes/action summaries immediately post key engagements.

B. On-the-go communications

- Draft/send **WhatsApp/SMS/email** messages exactly as instructed—correct recipient, tone, clarity, and accuracy.
- Screen and organise incoming calls/messages and maintain quick records of commitments requiring follow-up.

C. Effective follow-up.

- Provide short daily briefs to the Executive Secretary and Managers: **Top priorities + pending items + items requiring attention/decision**

E. Travel & tour support

- Travel along with the Officer as and when required within the State/Country.
- Support schedule management, meeting coordination, and documentation during tours/field days.

F. Confidentiality, protocol & professionalism

- Handle sensitive information with strict confidentiality.
- Maintain professional conduct, dress, and communication etiquette suitable for senior-level engagements.

Educational Qualification:

Essential:

- Graduate or Post Graduate from a recognized university/institution.
- **Computer proficiency** in MS Office / Google Workspace (Docs/Word, Sheets/Excel, Calendar, Email).

Desirable:

- Diploma/Certificate in Computer Applications or Secretarial/Office Management.
- Exposure to note-taking, documentation, meeting coordination, or secretarial support.

Work Experience:

Essential:

- Minimum 5 years of proven working experience in the role of Executive Assistant/ Personal Secretary or similar role with senior level positions. Experience in liaising with different State Government department and Government of India.

- Secretariat/administrative support
- Programme coordination & management/PMU support with strong scheduling and follow-up requirements
- Corporate/NGO/development sector roles involving high-volume coordination and documentation

Desirable:

- Experience working with senior government leadership/C-suite.
- Proven ability to manage multiple tasks under pressure with frequent interruptions.

Skills & Competencies:

- Excellent **time management** and prioritization
- Fast, accurate **note-taking** and ability to convert notes into action lists
- Strong **follow-up discipline** and closure mindset
- Clear, professional **written communication** (short messages, briefs, action notes)
- Tech-savvy: calendar management, trackers (Excel/Sheets), document handling
- High **confidentiality**, integrity, and maturity
- Presentable, polite, calm, and effective in high-level settings
- Willingness to work **flexible/extended hours** and travel as required

Language Requirements:

- Strong working knowledge of **English** (written and spoken), and one or more local language (Khasi or Garo)
- Knowledge of **Hindi** is an advantage

Nature of Work & Working Conditions:

- The role involves dynamic scheduling and may require **early starts/late hours** on certain days.
- Travel may be required depending on official engagements.
- Candidates must be comfortable working in fast-paced, high-responsibility environments.

No. of Posts: 01 (One)

Place of Posting: Shillong, Meghalaya (with frequent travel across the country as and when needed)

Type of Engagement: Full-time, **Contractual** (initial engagement period will be for a period of one year; extendable based on performance and requirement)

Remuneration: Commensurate with qualifications and experience, and subject to applicable approvals/norms.