

# we're hiring

#JointoLead

## Executive Assistant to CEO, Piramal Foundation

Designation	Executive Assistant to CEO, Piramal Foundation
Reports to	Program Director
Compensation	Up to industry standards
Duty Post	Mumbai

### 2. JOB PURPOSE

Provide high-level administrative support to the CEO of Piramal Foundation, ensuring efficient operations by managing schedules, handling communications, and performing clerical tasks while maintaining discretion with attention to detail.

### 3. KEY RESPONSIBILITIES AND DUTIES

1. Schedule meetings, follow ups, cadence
2. Engage in correspondence on behalf of CEO with critical stakeholders
3. Take minutes, create and manage documents
4. Coordinate for small and large events

### 4. QUALIFICATIONS:

1. **Education:** Graduate, degree in business administration or a related field is a plus.
2. **Experience:** Minimum of 2-3 years of experience in a similar role.

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**Skills:**

1. Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
2. Excellent written and verbal communication skills
3. Strong organizational and time-management skills
4. Collaboration, influence without authority, active listening
5. Attention to detail and problem-solving abilities
6. Discretion and confidentiality

**5. WORKING CONDITIONS:**

1. Full-time position.
2. Occasional overtime may be required depending on workload

**6. SALARY: UP TO INDUSTRY STANDARDS.**

We value diversity in backgrounds, experiences and encourage candidates returning from sabbaticals to apply.

**To apply: Please fill [Linked Form](#)**