



**Job Title:** Executive Assistant

**Location:** New Delhi, India

**Category:** Full-time; funded through personal support

## BACKGROUND:

Reconciled World is a covenant community of local nonprofits who work together to support one another in seeking to address the needs of the vulnerable. We are united by our desire to use a biblical approach to our work, defined by a set of seven core principles. The Great Exchange Microfinance (GEM) is one of these programs.

GEM is currently seeking an Executive Assistant to support our CEO. This candidate will perform diverse administrative functions requiring confidentiality, initiative and sound decision-making. This is a key role for a detail-oriented quick thinker who relies upon their excellent organizational skills and the ability to effectively handle multiple priorities. This is a demanding and very highly visible role.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be highly organized, flexible, possess exemplary attention to detail, and enjoy the administrative challenges of both leading and supporting an office of diverse people and programs. The ability to thrive in a fast paced environment, sometimes under pressure, with a high level of professionalism, resourcefulness, efficiency and ingenuity is crucial to this role. The successful candidate will be high energy, maintain a positive attitude, and demonstrate expert written and verbal communications skills. Periodic travel may be required. Social media expertise is a must.

## KEY RESPONSIBILITIES:

We are looking for someone who can help provide the following support:

**Complete a broad variety of administrative tasks for the CEO including:**

- Manage an extremely active calendar of appointments
- Complete expense reports
- Compose and prepare correspondence that is sometimes confidential
- Arrange complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plan, coordinate and ensure that the CEO's schedule is followed and respected.
- Communicate directly, and on behalf of the CEO, with Board members, donors, and others, on matters related to CEO's programmatic initiatives.

- Provide a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provide leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO some of which may have organizational impact.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Other tasks as assigned

## QUALIFICATIONS:

### We are looking for someone who:

- Is committed to RW's 7 Core Principles
- Can affirm RW's Core Truths and Mission Statement
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including, staff, board members, external partners and donors.
- Excellent english written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Must be good at Microsoft Outlook, Word and Excel. Experience with Adobe Illustrator and Graphic Design is a plus.

## HOW TO APPLY:

To apply please email [texas@reconciledworld.org](mailto:texas@reconciledworld.org) with a resume that highlights relevant experience and education for the job.