



JOB DESCRIPTION

POSITION: Executive Assistant/Office Coordinator

LOCATION: Delhi

REPORTS TO: Team Lead

LEVEL/GRADE: Coordinator

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Position Summary:

ACCESS is inviting applications from self-driven professionals who are interested to take on the role of Executive Assistance/Office Coordinator and delivering against the set objectives.

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Manage information flow in a timely and accurate manner, Manage Emails and other correspondences.
- Manage executives' calendars and set up meetings.
- Make travel and accommodation arrangements.
- Track daily expenses and prepare weekly, monthly or quarterly reports.
- Oversee the performance of other clerical staff.



- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Take minutes during meetings.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.

Education & Experience:

- Graduate with minimum 4 years of work experience as an Executive Assistant, Personal Assistant or similar role.
- Excellent MS Office knowledge

Skills and Competencies:

- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

COMPENSATION:

The salary range for this position is commensurate to industry standards and will be determined based upon experience set of the candidate and the HR policies of the organization.





ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. The deadline is March 7th, 2023.

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