

Job Description

Position Name	Executive Assistant to National Director
Reports to	National Director (ND)
Location	Mumbai Office

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The Executive Assistant to the National Director (ND) provides high-level administrative support, ensuring efficient operation of the ND's office. This role involves managing schedules, coordinating meetings, handling correspondence, and liaising with internal and external stakeholders. The Executive Assistant plays a critical role in facilitating ND's work, enabling them to focus on strategic priorities.

KEY RESPONSIBILITIES

- **Administrative Support:** Manage the ND's calendar, schedule meetings, and coordinate travel arrangements. Handle correspondence, draft letters, and prepare reports as required. Organize and maintain confidential files and records.
- **Meeting Coordination:**
- Plan, coordinate, and ensure the ND's schedule is followed and respected. Organize meetings, including preparing agendas, taking minutes, and following up on action items.
- **Communication Management:**
- Serve as the primary point of contact for internal and external stakeholders on matters pertaining to the ND. Screen and prioritize communication, ensuring timely responses.
- **Event Planning:**
- Assist in planning and organizing events, conferences, and other special functions.
- Coordinate logistics, including venue, catering, and materials preparation.
- **Project Support:** Assist with the planning and execution of special projects and initiatives as directed by the ND. Conduct research and gather data to support decision making.
- **Documentation and Reporting:** Prepare and edit presentations, reports, and other documents. Maintain accurate and up-to-date records and documentation.

- Liaison Role: Act as a liaison between the ND and other departments, facilitating communication and collaboration. Ensure smooth information flow and follow-up on issues and tasks.
- Office Management: Ensure the ND's office operates efficiently, maintaining office supplies and managing administrative tasks. Coordinate with IT support for office equipment and technology needs.

KNOWLEDGE, EXPERIENCE & SKILLS

- Minimum qualification, work experience, technical skills and capabilities which are essential to execute the role.
- Bachelor's degree or bachelor's in business administration, Management, or a related field.

OVERALL WORK EXPERIENCE:

- Minimum of 7 years of experience in an executive support role, preferably in an international organization or NGO

TECHNICAL/BEHAVIOURAL SKILLS

- Excellent organizational and time management skills. Attention to detail. Stakeholder Management
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of confidentiality and professionalism.
- Strong interpersonal skills with the ability to work effectively with diverse teams.
- Ability to prioritize tasks and manage multiple projects simultaneously.

KEY INTERACTIONS

- Internal: National Director, Senior Leadership Team, All Departments
- External: Board of Trustees, Donors and Partners, External Vendors and Service Providers, APO, Global offices

ACTIVE SUPPORT OF HFHI VALUES:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission"

SAFEGUARDING: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

CANDIDATE PREFERENCE: Experience in NGO

LOCATION: Andheri (Marol)

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line "APP: EA to National Director_ Last Name, First Name".