

Designation: - **EA to President**

Reporting: **President, IIHMR University, Jaipur**

### **Position Summary**

Reporting directly to the president, the executive assistant to president provides executive, administrative and development support to the president. The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the president.

### **Job Responsibilities:**

1. Answer phones, manage all incoming inquiries, screen all mail, decide how best to route questions, and respond to selected email messages on behalf of the Management.
2. Documentation of office records and communications
3. Arranging management meetings (including Academic/HOD meetings) and minuting where required.
4. Day-to-day management of the President's meeting schedule and liaison.
5. Liaising with stakeholders at a high level on behalf of the President.
6. Must work closely with the Strategy, Branding, HR, Placement, Deans and Faculty etc.
7. Assist with calendar management and with filtering, qualifying, and scheduling phone calls and meeting requests including initiating contact and securing appointments.
8. Plan all travel, both domestic and international. This includes visas, flights, hotels, inter-city transportation, and all logistics related to events and business trips.
9. Providing direct support to the President as required, particularly in meeting business planning targets.
10. Act as the contact point for all visitors to the Office of the President.
11. Handles financial and accounting matters for all delegates with confidentiality.
12. Executive support to President for board meetings.
13. Provide support to President in monitoring and analysing progress of various activities of the university.
14. Preparing and editing correspondence, reports, and presentations.
15. Organize and accurately maintain a filing system of confidential data.
16. Prepare agendas and decide, such as coordinating catering for luncheons, for the committee, board, and other meetings.
17. Compile, transcribe, and distribute minutes of meetings.
18. Any other task as assigned by President, IIHMR University

### **Essential Skills and Background:**

1. PG in any subject with 60% and above.
2. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
3. Excellent communication (verbal and writing) skills and fluency in English are mandatory.
4. Excellent proficiency in MS Office.
5. Passionate, Enthusiastic team player.

Qualified and interested candidates should apply within 7 days through <https://iihmr.edu.in/jaipur/careers-form>

