



Executive Assistant Job Description

Position Overview

Title: Executive Assistant

No. of Position: 02 (Two)

Location: New Delhi, India

Reporting: Manager, Executive Director's Office

Status: Full-time

Overview of the Organization:

Founded in 2000, CREA is an international, feminist human rights organization based in New Delhi, India. It is one of the few feminist human rights organizations based in the global South, led by Southern feminists, working at community, national, regional, and international levels. Together with partners from a diverse range of human rights movements and networks, CREA's work focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence (GBV), and advancing the human rights of structurally excluded people.

Life at CREA

- ✓ We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.
- ✓ If you are one who is ready to challenge the system when it is needed, you could be one of us.
- ✓ If you believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.
- ✓ Constant learning and sharing of knowledge is an expectation that team members have from CREA, and CREA from team members.

Position Overview:

We are seeking a highly organized and proactive Executive Assistant to provide comprehensive administrative support to the ED office. The ideal candidate will be an efficient multitasker with excellent communication and interpersonal skills, capable of managing the ED's calendar, coordinating travel and logistics, and facilitating smooth communication within the organization. The Executive Assistant will report to the Manager, Executive Director's Office and will perform the following functions, in accordance with CREA's strategic vision, mission, and goals.

Calendar management

- Efficiently manage the ED's calendar, including scheduling and organizing meetings and appointments,
- Schedule inter-team calls and meetings using tools like Zoom, Doodle polls etc

- Coordinate team member schedules to ensure monthly team meetings, weekly check-ins, and other recurring internal meetings
- Send meeting/calendar invites and maintain an updated calendar system.
- Calendar the entries based on the information shared
- Prepare and maintain a calendar of proposed conferences and meetings to be attended by ED
- Share daily meeting schedules with ED
- Prioritize requests and screen inquiries to ensure the ED's time is maximized.
- Organize meeting logistics, including but not limited to the preparation of meeting minutes/summaries of actions to be taken.

Address book Management

- Regularly update and maintain the ED's address book, ensuring accurate contact information for internal and external stakeholders.
- Verify and input new contacts, and promptly remove outdated or irrelevant entries.
- Coordinate with other team members to gather and update contact information for collaborative projects.

Travel and Logistics support

- Arrange complex domestic and international travel itineraries, including flights, accommodation, and ground transportation including arranging pick-ups and drops to and from airports, and coordinating with transportation services to ensure timely arrivals and departures.
- Organize visa applications, currency exchange, and other logistical details for seamless travel.
- Track and submit travel expenses in a timely manner.
- Add upcoming trips to the ED's calendar, including details such as departure and arrival times, locations, and purpose of travel.
- Thoroughly check and confirm seat assignments, and meal preferences, and input frequent flyer numbers for each flight.
- Verify and adhere to airline baggage policies, ensuring compliance with weight limits and any specific regulations.
- Facilitate through check-in for connecting flights, minimizing travel disruptions and ensuring a smooth journey.
- Monitor and prevent duplicate bookings, setting reminders for timely cancellations to avoid unnecessary expenses.
- Conduct web check-ins when applicable, streamlining the boarding process for ED.
- Complete and submit any required forms, whether physical or online, for travel purposes, ensuring all necessary documentation is in order.
- Conduct thorough research on visa requirements for international travel, providing timely information to ED
- Assist in compiling and organizing necessary visa documents, and if required, initiate and complete online visa applications.
- Keep track of miles credited for each flight taken, make a note of miles' expiry and remind well in advance.

Accommodation Management:

- Update accommodation information on the ED's calendar, including check-in and check-out dates, hotel details, and reservation confirmation numbers.
- Set up cancellation reminders to ensure timely adjustments to travel plans and accommodation bookings.

Credit Card and Expense Management:

- Regularly sort receipts based on credit card statements on a weekly/bi-weekly basis.

- Scan receipts in accordance with credit card statements and maintain organized digital folders for efficient record-keeping.

ID and Passport Renewals:

- Keep meticulous track of the expiration dates for IDs (e.g., driver's license, Italy residency card etc) and passports.
- Provide proactive information on the documentation required for the renewal of IDs, passports, and any other relevant documents.
- Assist in coordinating the renewal process, ensuring all necessary forms and supporting documents are prepared and submitted in a timely manner.

Qualifications and Skills:

- Bachelor's degree in Business Administration, Secretarial Studies, or a related field.
- Minimum of 2-3 years of experience as an Executive Assistant or similar role.
- Excellent proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Exceptional organisational and time management skills.
- Strong written and verbal communication skills.
- Ability to prioritise tasks and work well under pressure.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Discretion and confidentiality in handling sensitive information.
- Adaptability and a proactive approach to problem-solving.
- Experience working in a fast-paced and dynamic environment.
- International working experience will be an added advantage.

Note: This job description is a general outline of the key responsibilities and qualifications required for the role of Executive Assistant. It may be subject to modifications and additional responsibilities based on the specific needs of the organization.

Guiding principles for this work:

Diversity: Being inclusive in work and approaches to ensure that the communities CREA works with are engaged, and that conversations, dialogues and priority setting are led by activists and movements.

Accessibility: Ensuring that information, communication, spaces, and language are accessible to all without creating barriers.

Inclusion: Practising feminist politics of deep inclusion.

We Offer:

CREA is a dynamic and rapidly growing organisation working across different time zones. At CREA, we adhere to a standard working day of self-managed 8 hours. We are seeking candidate who is adaptable and open to working flexible hours to align and support the diverse international teams we collaborate with.

We are committed to providing a working environment with constant learning and equal opportunity for all. We co-create an inclusive environment where diversity is valued. The Cost-to-organisation (CTO) range for this position is INR 25,000 – INR 50,000 per month depending on qualification and experience.

•Benefits:

- ❖ 20 days' annual leave
- ❖ 12 holidays as per the CREA list of holidays
- ❖ 12 days of sick/casual leave

- ❖ One week of winter break at the end of the year
- ❖ Medical Insurance
- ❖ Personal Accident Insurance

Persons with disabilities who identify as women, gender non-conforming, non-binary and/or trans are strongly encouraged to apply. CREA promotes pluralism and equal opportunity and is committed to diversity in its staff and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunities to all individuals. No individual shall be discriminated against because of actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity. A generous benefit package is included.

CREA is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, within its programmes, communication and activities. We are committed to being flexible, supportive and accommodating in the way we work. If reasonable accommodations are needed to participate in the application or interview process, please contact reasonable.accommodation@creaworld.org.

Application Process: Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter (or the Letter of Motivation), current and expected salary to jobs@creaworld.org. Please include “**Executive Assistant – [Your Name]**” in the subject line of the email. Only shortlisted candidates will be contacted for further process.

Application Deadline: Please note that this vacancy is open on a **rolling basis**, and the organization will close the hiring process as soon as the best candidate is identified. Interested candidates are encouraged to apply promptly. Applications received after the position is filled will not be considered. We recommend submitting your application as soon as possible to ensure your candidacy is considered.

Thank you for your interest in CREA!