



PAHLE INDIA FOUNDATION
PUTTING INDIA FIRST TO MAKE INDIA FIRST

Call for Application

Executive Assistant

Location - Delhi

The Executive Assistant will serve as a trusted support professional to the Executive Director (ED), ensuring efficient workflow, timely follow-up on key decisions, and effective communication between the ED's office and the wider organisation. The role requires exceptional organisational skills, discretion, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities

1. Executive Support

- Manage and prioritise the Executive Director's schedule, appointments, and travel plans.
- Prepare briefs, background notes, and talking points for meetings and external engagements.
- Track decisions and follow-ups from meetings; ensure timely execution by relevant teams.
- Maintain confidentiality and handle sensitive information with discretion.

2. Communication & Coordination

- Serve as the primary point of contact between the ED's office and internal teams, partners, and stakeholders.
- Draft professional correspondence, internal notes, and external communications on behalf of the ED.
- Coordinate inputs for reports, presentations, and proposals that require ED's review.

3. Strategic Support

- Support the ED in monitoring key organisational metrics, project progress, and strategic initiatives.



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- Assist in preparing board presentations, management dashboards, and external pitch decks.
- Conduct quick research or data compilation as required for decision-making.

Qualifications & Experience

- Graduate or Postgraduate in Management, Economics, Public Policy, or Communications.
- 4–6 years of relevant work experience, preferably as an Executive Assistant, Project Coordinator support in a consulting firm, think tank, or corporate setup.
- Excellent written and verbal communication skills.
- Strong analytical ability, structured thinking, and attention to detail.
- High degree of professionalism, integrity, and confidentiality.
- Proficient in MS Office Suite (Excel, PowerPoint, Word) and scheduling tools.

Attributes We Value

- Proactive and resourceful — anticipates needs before being asked.
- Highly organised — can manage multiple priorities without losing focus.
- Composed under pressure and solution-oriented.
- Strong sense of discretion, diplomacy, and judgement.
- A team player with a positive, can-do attitude.

Why Join PIF

- Opportunity to work directly with the Executive Director and leadership team in a dynamic policy environment.
- Exposure to diverse domains — economic policy, public health, sustainability, and development strategy.
- A collaborative, purpose-driven culture where intellectual rigor meets real-world impact.

To Apply:

Please share your CV (PDF format) and a brief cover letter (max 300 words) explaining your interest in this role to [HR@pahleindia.org] with the subject line: *Application – Executive Assistant to ED*.