



JOB DESCRIPTION  
**EXECUTIVE ASSISTANT AND ADMINISTRATIVE ASSOCIATE**

|                            |                                                |
|----------------------------|------------------------------------------------|
| <b>Position Title</b>      | Executive Assistant & Administrative Associate |
| <b>Organisation</b>        | Pahlé India Foundation (PIF)                   |
| <b>Location</b>            | New Delhi                                      |
| <b>Reports To</b>          | [Manager / Head – Administration]              |
| <b>Employment Type</b>     | Full-time                                      |
| <b>Experience Required</b> | 2–5 years                                      |

## About Pahlé India Foundation

---

Pahlé India Foundation (PIF) is a leading public policy think-and-action tank that works at the intersection of research, policy implementation, and partnerships to drive India's inclusive development agenda. PIF collaborates with government, industry, philanthropy, and knowledge partners to design evidence-based solutions that foster a Viksit Bharat.

## Role Summary

This job role has two main focus areas:

- (1) Being an executive assistant to senior leadership which includes managing calendars, scheduling meetings and ensuring a smooth workflow of upper level management
- (2) This role will also require you to support the day-to-day administrative and office operations of the organisation. This includes travel and accommodation coordination, attendance management and vendor coordination. The role requires strong organisational skills, reliability and the ability to coordinate smoothly with internal teams, vendors, service providers and media/design partners.

## Key Responsibilities (KRAs)

---

- **Calendar management & time management** of multiple senior leaders, including proactively managing internal priorities against external stakeholder demands
- **Stakeholder & correspondence management**, including drafting, proofreading, and managing official correspondence (letters to ministries, DCs, CMs, donor agencies) with zero factual/protocol errors.
- **Document & information management** of sensitive files, including MoUs, donor agreements, board papers, policy drafts.

- **Coordinate travel and accommodation bookings** for staff, including flights, trains and hotel stays.
- **Manage staff attendance records and related administrative tracking.**
- **Support asset management**, including maintaining records of office equipment and IT assets.
- **Vendor management**, including identifying and selecting vendor and media personnel for Op-eds and related publications.

## **Educational Qualification**

---

- Bachelor's degree in Business Administration, Commerce, Management or a related field (preferred).
- Diploma/Certification in Office Administration or Facility Management would be an added advantage.

## **Experience**

---

- 2–5 years of experience in office administration, operations or administrative coordination.
- Experience in a corporate office, consulting firm, NGO, think tank or research institution preferred.
- Experience in coordinating travel, procurement and office operations.

## **Technical Skills**

---

- Good working knowledge of Microsoft Office (Excel, Word, PowerPoint).
- Familiarity with Google Workspace.
- Experience with HRMS/attendance systems (e.g., Keka) is desirable.
- Ability to coordinate with travel agencies, vendors and service providers.
- Basic understanding of IT asset management and office infrastructure.

## **Other Attributes**

---

- Strong organisational and multitasking skills, with attention to detail.
- Reliable and proactive in following up with vendors and service providers.
- Good interpersonal and communication skills.
- Ability to work under pressure and manage time-sensitive coordination, such as travel and meetings.



## How to Apply

---

Interested candidates may share their updated resume at [recruitment@pahleindia.org](mailto:recruitment@pahleindia.org) with the subject line “Application –EA & Admin Associate”.