

POSITION DESCRIPTION

Job Title

Chief of Staff / C-suite Executive Assistant

Location: Pune, Maharashtra

Primary Purpose of the job

The CEO leads multiple ventures, requiring efficient management of business operations, personal commitments, and international travel.

The Chief of Staff / EA will act as a central figure in orchestrating these aspects seamlessly.

The CoS / EA will be required:

- To provide high-level administrative support to the CEO. Reporting directly to the CEO, the CoS/ Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts, and oversees special projects.
- To work with an empowered cross functional team of managers in finance, marketing, administration and HR in ensuring the highest possible efficiency and effectiveness of the CEO's office.

Travel Requirements

Role Balance

Frequency

The position requires ability and willingness to travel domestically and internationally up to **30%** of the time.

People
(percentage of time getting things done through others)

40%

Scheduling
(planning, coordinating)

30%

Technical
(delivering based on knowledge and skills)
30%

Key Accountabilities	Measured By		% of Role
<p>Business Management</p>	<ul style="list-style-type: none"> ▪ Oversee the CEO's business schedule, ensuring efficient time allocation for each venture. ▪ Coordinate with company executives in the USA, India, and Europe for strategic alignment. ▪ Implement and monitor project management tools to track workload, business and personal task assignments, progress and deadlines. ▪ Utilize project management tools to manage the CEO's workload effectively. ▪ Implement time-batching techniques to maximize productivity. ▪ Regularly review and adjust the CEO's schedule to accommodate shifting priorities. 		<p>20%</p>
<ul style="list-style-type: none"> • Communication and Reporting 	<ul style="list-style-type: none"> • Serve as the primary point of contact between the CEO and internal/external stakeholders. • Maintain confidentiality and discretion in all communications. 		<p>20%</p>

	<ul style="list-style-type: none"> • Provide regular updates and reports to the CEO on various aspects of their professional and personal life. 	
<ul style="list-style-type: none"> • Problem Solving and Decision Making 	<ul style="list-style-type: none"> • Anticipate challenges and proactively develop solutions. • Make informed decisions in the absence of the CEO, based on a deep understanding of their preferences and business ethos. 	20%
<ul style="list-style-type: none"> • Scheduling and Travel Coordination 	<ul style="list-style-type: none"> • Manage professional and personal scheduling for CEO, including agendas, email, phone calls and client management. • Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives • Manage travel logistics and activities, including accommodations, transportation, and meals. • Arrange all aspects of international and domestic travel, from flights to accommodations. 	20%
Establishing and Maintaining Strong Habits and Routines	<ul style="list-style-type: none"> • Personal Life Management : Organize personal appointments, including health, nutrition, and wellness activities. Plan and schedule family activities, ensuring quality time for the CEO with their spouse and children, 	20%

	<p>including family outings. Manage household staff such as maids, drivers, and security personnel, ensuring smooth day-to-day operations.</p> <ul style="list-style-type: none">• Routine Development: Collaborate with the CEO to develop and refine daily, weekly, and monthly routines that align with their personal and professional goals.• Habit Formation: Assist in identifying and cultivating productive habits, such as exercise, meditation, and reading, that contribute to the CEO's overall well-being and effectiveness.• Consistency While Traveling: Ensure the CEO's routines and habits are maintained during travel. This includes arranging for similar amenities and schedules in different locations, whether for exercise, diet, or relaxation.• Flexible Adaptation: Recognize the dynamic nature of the CEO's life and adapt routines as necessary, while maintaining the core essence of established habits.• Monitoring and Feedback: Regularly review the effectiveness of routines and habits, providing feedback and suggestions for improvement.• Leveraging Technology: Utilize technology and apps to track habits, set reminders, and monitor progress towards personal and professional goals.• Work-Life Balance: Strategically schedule downtime and family time to ensure a healthy work-life balance, recognizing the importance of mental and emotional well-being in overall productivity.	
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	<ul style="list-style-type: none"> Encouraging Continuous Learning: Facilitate opportunities for personal growth and learning, aligning with the CEO's interests and career objectives. 	
Role Requirement		
Knowledge & Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills Expertise in project and resource management, time management, and proficiency in tools like Gantt charting and time-batching software. Ability to organize and coordinate multiple concurrent projects Highly organized individual with the ability to run an office, enjoys interacting professionally with global and Indian leaders and loves to plan and execute exciting growth projects. Ability to maintain confidentiality of information related to the company and its employees 	
Experience	<ul style="list-style-type: none"> Experience: A minimum of 10 years in a C-Level Chief of Staff or Executive Assistant role, preferably with exposure to international business environments. Experience in overseeing budgets and expenses. 	

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to contact@pmspl.net.in