**Position Name**: Personal Assistant

**Position Code:** IRADe/2019/PA
**Location**: New Delhi
**Organization Name**: Integrated Research for Action & Development (IRADe)

**Organization Profile**: IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programs in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe log on to www.irade.org.

**Job Description / Responsibilities:**

Key responsibilities include:

- Works with Senior Management Team to coordinate work activities and provide support where needed.
- Taking appointments from high level persons and managing inquiries.
- To Manage correspondence & social media
- Writing and editing letters and collecting data from staff for annual report, newsletters, brochures, pamphlets, case studies, press releases and event reports.
- Maintaining diary of Chairman and Executive Director and making appointments
- To manage tour program of senior management team and booking travels.
- To arrange visa and travel insurance for senior management team.
- Perform other related duties in accordance with instructions from senior management team

**Personal Profile and Skills Required**

- Graduate/Post Graduate in any stream
- Must have at least three years of experience in similar role.
- Must have excellent communication & interpersonal skills with professional etiquettes.
- Must have good knowledge in MS Office, Excel, internet etc.
- Conversant with IT, social media

**Remuneration:** Commensurate with ability and experience

**Note:** Candidates should indicate **last drawn salary** in their application.

Last date for receipt of applications is **30th April, 2019**. Interested and eligible candidates may apply with detailed CV, last salary drawn and two professional references at – jobs@irade.org  by indicating position Code**: IRADe/2019/PA** as subject.