

**Position Name:** Personal Assistant

**Position Code:** IRADe/2016/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 programmes 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](http://www.irade.org).

**Job Description / Responsibilities:**

Key responsibilities include:

- Taking dictation and record minutes for the meeting.
- Responding to phone call, emails, enquiries and handling them as required on behalf of senior management team.
- Maintaining diary of senior management team and making appointments
- To manage tour program of senior management team and booking of air tickets.
- To arrange visa and travel insurance for senior management team.
- Writing, editing and collecting data from staff for annual report, newsletters, brochures, pamphlets, case studies, press releases and event reports.
- Performs other related duties in accordance with instructions from senior management team
- Works with Senior Management Team to coordinate work activities and provide support where needed.

**Personal Profile and Skills Required**

- Graduate/Post Graduate in any stream
- Must have atleast 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.

**Remuneration:** Commensurate with ability and experience

Last date for receipt of applications is 29.07.2016 Interested and eligible candidates may apply with detailed CV and two professional references at – [jobs@irade.org](mailto:jobs@irade.org) by indicating position Code: **IRADe/2016/PA** as subject.