

JOB DESCRIPTION

Division	Public Affairs & Commercial Diplomacy (PACD)
Job Title	Executive Assistant
Reporting Line	Senior Partner, Public Affairs & Commercial Diplomacy
Location	Onsite

PRACTICE AREA PROFILE

Gratiya Advisory is a trusted advisor for governments, businesses, and institutions across the Global South. Through our multidisciplinary practices, we focus on delivering impact across a broad range of sectors and industries. Our PACD practice is focused on driving economic impact for our clients. Our services include Government Relations, International Market Expansion, Trade & Investment Advisory, and Transformative Initiatives to enhance competitiveness. We actively collaborate with governmental and private sector partners in the Global South and help clients from the Global North navigate the complex landscapes of Global South markets.

GENERAL JOB DESCRIPTION

As the Executive Assistant, you will be a vital contributor, supporting the Senior Partner and the PACD team. Your role involves seamless collaboration within teams, overseeing internal and external coordination, and managing effective communications. You will support the team in preparing documents, and also undertake special projects as required.

ROLES & RESPONSIBILITIES

1. Calendar and Schedule Management

- Coordinate and manage the Senior Partner's calendar, scheduling appointments, meetings, and travel arrangements.
- Anticipate scheduling conflicts and proactively resolve them.

2. Communication Liaison

- Serve as the primary point of contact between Senior Partner and internal/external stakeholders.
- Draft and proofread correspondence, emails, and other communications on behalf of the Senior Partner.

3. Confidentiality and Discretion

- Handle confidential information with the utmost discretion and professionalism.
- Manage sensitive matters and ensure confidentiality is maintained.

4. Meeting Coordination

- Organize and prepare materials for meetings, ensuring the Senior Partner is well-informed and adequately supported.
- Attend meetings, take minutes, and follow up on action items.

5. Travel Coordination

- Arrange domestic and international travel for the Senior Partner, including transportation, accommodation, and itinerary planning.

6. Task Prioritization and Follow-Up

- Assist in prioritizing tasks and deadlines, ensuring the Senior Partner's time is optimized.
- Follow up on outstanding items to ensure completion.

7. Document Management

- Maintain and organize Senior Partners documents, files, and records.
- Ensure accessibility and efficient retrieval of information.

8. Special Projects

- Undertake special projects and assignments as directed by the Senior Partner.
- Conduct research and compile data as needed.

EXPERIENCE & QUALIFICATION

Proven Experience

- Demonstrated experience as an Executive Assistant, Personal Assistant, or in a similar role.

Communication Skills

- Effective written and verbal communication skills in English; fluency in Arabic is advantageous.

Time Management

- Strong time management skills with the ability to multitask and prioritize tasks effectively.

Attention to Detail

- Detail-oriented with a high level of accuracy in tasks and documentation.

Interpersonal Skills

- Excellent interpersonal skills, with the ability to interact with calm and grace.

Confidentiality Management

- Demonstrated ability to handle and manage confidential information with discretion.

Adaptability and Teamwork

- Flexible team player, willing to adapt to changes, resourceful, and solutions-oriented.

MS Office Proficiency:

- Excellent knowledge of MS Office, particularly in PowerPoint/Keynote.

Professional Certification:

- PA diploma or relevant certification.

Reviewed By	Deepa Varghese, Senior Partner Finance & Operations
Approved By	Su Ramanathan, Senior Partner PACD
Date Posted	17 January 2023
Date Hired	