

We, at the [Open Links Foundation](#), require,

Full Time – Executive Assistant to CEO

Title	Executive Assistant to CEO
Organisation	Open Links Foundation
Duty Station	Pune
Type of Employment	Contractual / Full time
Contract Duration	11 months (revision as per performance)
No. of Position	1
Joining	Immediate
Remuneration	3 – 6 LPA (Commensurate with experience)

About Open Links Foundation:

Open Links Foundation is dedicated to empowering communities through education, innovation, and sustainable development. We work closely with educators, students, and communities to create impactful educational resources and programs.

Role Overview:

You will be responsible for conducting research and analysis to inform the organisation's programs. Your work will focus on critical areas such as technology integration, learning outcomes, and curriculum development. You will design and implement research studies, collect and analyze data, and present your findings to various stakeholders. Collaboration with program staff will be essential as you refine strategies based on research insights.

Key Responsibilities:

1. Calendar & Meeting Management:

- Manage and coordinate the CEO's calendar, ensuring meetings are scheduled and priorities are met.
- Organize and prepare for meetings, including assembling necessary materials and following up on action items.

2. Reporting, Data Analysis & Presentation:

- Prepare reports, presentations, and other documentation as needed by the CEO.
- Conduct research and analyze data to support strategic decision-making and ongoing projects.

3. Stakeholder Liaison:

- Act as the point of contact between the CEO and key internal and external stakeholders, including donors, partners, and board members.
- Facilitate smooth communication and ensure timely follow-up on key engagements.

4. Confidential Information Management:

- Handle sensitive and confidential information with discretion and professionalism.
- Ensure the secure storage and transmission of such information as needed.

5. Project Coordination:

- Track and manage multiple projects, setting deadlines and ensuring timely completion.
- Assist in the development, implementation, and monitoring of key initiatives.

6. Process Optimization & Support:

- Provide operational support for various initiatives led by the CEO.
- Proactively suggest and implement process improvements to enhance efficiency.

Qualifications:

1. Graduate + Postgraduate from a reputed college is preferred.
- **Work – Ex:** 3 - 5 years of experience in a similar role supporting senior leadership, preferably within the social sector or non-profits.

Skills:

- Excellent organizational, time management, and multitasking skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools.
- Strong analytical abilities and attention to detail.
- Ability to handle a fast-paced environment and adapt to changing priorities.
- Strong work ethic and the ability to maintain confidentiality.

Application Process:

1. Local Candidates Preferred.
2. Please mail the latest CV with a cover letter, Last CTC, and Expected CTC, to contact@openlinksfoundation.org and Cc pratiksha.olf@gmail.com The subject of the email should read **Application: EA to CEO**
3. Applications without explicit mention of expected remuneration shall not be considered for review.
4. **Selection Process:** Brief Call – Interview – Advance Assignment (if Required) – Final Interview.

Deadline for applications: Rolling basis.

