

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated female professionals with relevant experience.

**Position: Personal Secretary to the President & CEO**

**Location: A-14, Sector-7, Noida, Uttar Pradesh - 201 301**

**Compensation: As per the experience & market standards**

**Joining: Should be able to join within a 15 days' time upon selection**

**Position Overview:** As the Personnel Secretary to the President of AROH Foundation, you will play a crucial role in ensuring efficient and effective administrative support to the President. This role requires exceptional organizational skills, attention to detail, discretion, and the ability to handle confidential information with utmost professionalism. You will be the primary point of contact for internal and external stakeholders seeking access to the President.

**Key Responsibilities:**

**1. Administrative Support:**

- Manage the President's calendar, scheduling appointments, meetings, and travel arrangements.
- Prepare correspondence, reports, and presentations on behalf of the President.
- Handle incoming and outgoing communications, prioritizing and responding as appropriate.
- Travel/accompany within Delhi/NCR or any domestic location in India as and when required by the President or the Foundation.

**2. Information Management:**

- Maintain accurate records and files, both electronic and physical, ensuring they are up-to-date and accessible.
- Manage confidential information with sensitivity and discretion.

**3. Coordination and Liaison:**

- Coordinate logistics for meetings and events attended by the President, including venue booking, catering, and participant communication.
- Act as a liaison between the President and staff, board members, donors, and other stakeholders.

**4. Document Preparation and Review:**

- Draft and edit documents such as memos, letters, and reports.
- Review documents prepared for the President's signature, ensuring accuracy and completeness.

**5. Support to Board and Committees:**

- Assist in preparing materials for board meetings and committee sessions.
- Record minutes and follow up on action items as needed.

**Qualifications:**

- Bachelor's degree in Business Administration, Public Administration, or a related field preferred.

- Proven experience 4-5 Years as an executive assistant, administrative assistant, or similar role.
- Strong organizational and time management skills, with the ability to prioritize tasks independently.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.

**Personal Attributes:**

- Discretion and confidentiality in handling sensitive information.
- Ability to work under pressure and meet deadlines.
- Strong interpersonal skills and the ability to build relationships across all levels of the organization.
- Commitment to the mission and values of AROH Foundation.

**Essentials:** Smart Phone & Laptop

**How to Apply:**

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.