

Job Description

Job Title	<i>Executive Assistant to CEO (Assistant Manager as per grade and designation Matrix)</i>		
Reporting Manager	CEO	Department	Administration

Work Location: Bangalore, India

Work Experience: 5+ years

ABOUT US

DKMS BMST Foundation India is a non-profit organization dedicated to the fight against blood cancer and other blood disorders, such as thalassemia and aplastic anemia. Our aim is to improve the situation of patients suffering from blood cancer and other blood disorders in India and throughout the world, by raising awareness about blood stem cell transplantation and registering potential blood stem cell donors.

By doing this, DKMS-BMST provides patients in need of a blood stem cell transplant with a second chance at life. DKMS-BMST is a joint venture of two reputed non-profit organizations: BMST (Bangalore Medical Services Trust) and DKMS, one of the largest international blood stem cell donor centers in the world.

In 2014 BMST and DKMS, the world's largest network of bone marrow donor centers based in Germany, USA, Poland, UK and Spain with a total of 8 million registered donors, started to collaborate for helping blood cancer patients in India, who are in need of an unrelated stem cell donor. Read more about DKMS at www.dkms.org

Responsibilities:

- Manage schedules for CEO, including agendas, email, calls, travel arrangements, client management, and other assigned activities
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to management team
- Manage, coordinate, and arrange travel and travel-related activities, including hotel booking, transportation etc.
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contact database
- Maintain professionalism and strict confidentiality with all materials
- Prepare and edit correspondence, communications, presentations and other documents
- Collate and manage data, file and retrieve documents and reference materials
- Monitor, screen, respond to and distribute incoming communications

- Record, transcribe and distribute minutes of meetings
- Liaise with internal staff at all levels
- Co-ordinate project-based work
- Arrange and co-ordinate meetings and events

Skills and Qualifications

- 5 plus years' experience in administrative role reporting directly to Senior management with Bachelor's degree
- Excellent written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys challenge
- Ability to keep company confidences
- Organizational and planning skills
- Information gathering and monitoring skills
- Judgment and decision-making ability
- Attention to detail and accuracy

WORKING Days, OFF

- Working days: Monday to Friday
- Office Hours: 9:30 AM to 6:15 PM