



## Executive Administrative Assistant

### **About Ummeed:**

Ummeed is one of India's premier non-profit organizations providing family-centered care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship and the space for continued learning.

### **About "the position" at Ummeed:**

The Admin Assistant will support two key leaders of Ummeed: The Founder and Executive Director, and the CEO. This role is critical in helping them do their work more efficiently, and in turn make it possible for Ummeed to reach out to more children with disabilities.

### **Primary Responsibilities:**

1. Manage and maintain the calendars of Executive Director and CEO, including organizing and scheduling meetings and appointments
2. Document and distribute minutes of meetings; support with activities such as typing, copying, photocopying, binding, filing, scanning, etc.
3. Draft email responses and reports for review and finalization by Executive Director and CEO
4. Follow up with department heads for pending action items to meet timelines
5. Support travel arrangements of Executive Director and CEO
6. Set up and manage a database of contacts which may be accessed whenever required
7. Welcome and look after important visitors, including scheduling their meetings with other stakeholders both within and outside the organization
8. Actively manage relationships with key internal and external contacts

9. Demonstrate adequate understanding of the various programs and projects being undertaken by Ummeed, team organogram, and office procedures and policies
10. Handle confidential information in a sensitive manner
11. Any other responsibility that may arise

**Minimum Qualifications:**

Undergraduate or post graduate with 5 to 7 years of proven experience as an executive administrative assistant, or in other secretarial position

**Essentials Skills Required:**

1. Excellent written and oral communication skills
2. Excellent organizing, time management, and prioritizing skills
3. Excellent MS Office skills
4. Ability to multi-task
5. Ability to work on own initiative and within timelines
6. Ability to work with diverse team members with different working styles

**Reporting to:** The Founder, Executive Director and the CEO (line reporting to the CEO)

**Others:**

Ummeed would give preference to a candidate who is interested in putting in at least 40 hours per week. Salary will be commensurate with qualifications and experience.

We encourage parents of children with disabilities to apply.

*Candidates meeting the criteria may email their updated resumes to [careers@ummeed.org](mailto:careers@ummeed.org).*