



TERMS OF REFERENCE FOR THE POST PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (PA TO CEO), ATAL AMRIT ABHIYAN SOCIETY

Position: PERSONAL ASSISTANT

Qualifications: Graduate in any discipline with Computer proficiency in MS Office- Word/Power Point and advance excel skills.

Experience: Minimum 5 years in relevant field.Excellent verbal & written communication skills.

Place of Duty: The normal place of work for the party will be the office of the State Nodal Cell (SNC), Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of Chief Executive Officer, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

Responsibilities typically include:

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments, often controlling access to the CEO.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the CEO of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients.
- Any other work allotted by CEO.

Compensation: The compensation for the post will as per NHM, Assam norms.