

Executive Assistant to CEO

Location: Mumbai, India

Full-Time Position

Who we are:

- A 15-year-old international sustainability consulting firm based in Geneva, with a research hub in Mumbai, technology partner in San Diego and collaborators & partners worldwide. Together, we bring together vast experience and in-depth knowledge across the fields of economics, ecology, environment, finance and policy.
- A recognized leader in sustainability analysis & metrics design, we work for corporations, financial institutions, CSO's and governments.
- An emerging powerhouse at the intersection of Sustainability, Big Data & AI: Backed by 40 person-years of data warehousing, algorithm writing, systems development.
- Ecologically grounded, economically focused and result oriented: We think big, start small and act fast.
- Signatory to both the "Gaborone Declaration" (Gaborone, 2012) and the "Natural Capital Declaration" (Rio, 2012).

Our Purpose:

- Provide corporate sustainability leaders with the information edge they need to win: We help our corporate partners become "*future-ready*" by designing and delivering leading-edge sustainability analysis, metrics, solutions, preparing them to win in a "VUCA" world
- To empower sustainability-focused Asset Writers and Asset Managers with the information edge they need for portfolio outperformance: Rigorous, scientific, data-backed "ESG" analytics
- To empower policy makers striving to achieve Sustainable Development Goals: Big Data backed, independently sourced, in-depth, economic and social analysis for policy making

Our Founder & Directors:

- Our founder and CEO, Pavan Sukhdev, is a sustainability thought leader and erstwhile Study Leader of TEEB and the UN's Green Economy Report.
- Our Advisory Board includes several outstanding sustainability leaders and experts, including Dr. Jean Rogers (founder of SASB), John Elkington (creator of the 'Triple Bottom Line' concept), André Hoffmann (founder of the Hoffmann Global Institute for Business & Society at INSEAD, and vice-Chairman of Roche Holdings), Erik Solheim (previously Head of UN Environment, and erstwhile Minister for Environment and Development of Norway) and Mark Gough (Head of the Natural Capital Coalition).

Job Description:

GIST is seeking motivated and enthusiastic EA whose objective is to enable the CEO to be more effective and efficient. The EA's job includes but is not limited to CEO time management, scheduling & liaison; diary maintenance, travel management, cost management, relationship management, event planning and any administrative support required for day-to-day operations of the company. The EA will work in close communication with the Business Manager, GIST Advisory and President's EA, WWF-International in executing all above tasks:

- **Diary Maintenance:** Coordinating workflow and maintaining the "Google" diary of the CEO for ALL current and future engagements, meetings, travel, communication, etc. in a digitized format. The diary must be accessible to the CEO both, "online" and "offline" and on laptop and smartphone at ALL times 24 hours a day.
- **Meeting Updates:** Preparing briefs for each meeting, engagement, call, event, etc. that the CEO is scheduled to attend in order to update the CEO "before-hand" on the background and key objectives of said meeting, engagement, call, event, etc.
- **Weekly Scheduling & Appointments:** Deciding events / engagements to be attended by the CEO on a weekly basis, in collaboration with the Business Manager, WWF-International President's EA and the CEO.
- **Travel Management:** Organizing and managing all CEO travel in advance for relevant events, meetings, engagements, etc. Travel & local accommodation (i.e., hotels) needs to be planned in collaboration with the client / event organizer, Business Manager, WWF-International President's EA and the CEO. EA will have to liaise with relevant airline / travel agent for making travel & hotel bookings and for use & management of Frequent Flyer schemes.
- **Relationship Management:** Act as first point of contact with external parties (i.e., organizations, individuals, partners, etc.) who wish to engage / interact / communicate with the CEO. This includes responding via email, call, Skype, etc. to relevant party to ascertain their purpose, credibility and synergy with GIST Advisory's values and business. To achieve this, the EA must have excellent English speaking and writing skills and communication skills.
- **Cost Management:** Maintaining record of all travel receipts, tickets, hotel & restaurant bills, phone bills and other items pertaining to the CEO's travel, event participation, engagements, client meetings, etc. To achieve this, EA must work in collaboration with Accountant, Business Manager, WWF-International President's EA and the CEO.

Requirements & Skills:

- 2+ year proven working experience as Executive Assistant in an international company (experience in managing international communication & travel is a must)
- Excellent MS Office knowledge & English proficiency (Note: candidates will be tested)
- Excellent verbal and written communication skills
- Excellent Time & cost management skills
- Proactive approach to problem-solving with strong decision-making skills