

Job Description – Executive Assistant

Job Title: Executive Assistant

Location: New Delhi

Employment Type: Contractual

Remuneration: As per organizational norms and candidate's experience.

Role Summary

NeGD seeks a detail-oriented professional to support documentation management, data verification, and administrative coordination for programme and scheme implementation. The role involves maintaining accurate records, validating project-related data, coordinating meetings, and assisting project officers in managing scheme documentation and stakeholder communication. The incumbent will work closely with internal teams and external stakeholders to ensure proper record keeping, timely information sharing, and smooth administrative operations.

Key Responsibilities

- Provide administrative and coordination support to senior officers and programme teams.
- Verify and maintain project and scheme-related documentation and records.
- Collect, compile, and validate programme data and maintain updated databases.
- Coordinate with stakeholders including industry associations, ministries, and departments for information sharing and project-related inputs.
- Organize and facilitate meetings, including scheduling, preparing agendas, and maintaining minutes of meetings.
- Prepare reports, briefs, and documentation required for project monitoring and review.
- Maintain proper documentation repositories and ensure accurate record management.
- Support the preparation of presentations, reports, and other official documents using MS Office tools.
- Ensure timely follow-up on action points arising from meetings and programme reviews.
- Assist in handling programme correspondence and administrative communication.

Qualifications and Experience

- Graduate in any discipline from a recognized university.
- Desirable – Postgraduate qualification in any discipline.
- Minimum 5 years of experience.
- Experience working in Government departments, PMUs, or programme implementation environments will be preferred.

Required Skills

- Proficiency in MS Office tools (Word, Excel, PowerPoint).
- Experience in data collection, validation, and database maintenance.
- Strong documentation and record management skills.
- Ability to coordinate meetings and administrative activities effectively.
- High level of accuracy, attention to detail, and information verification.
- Good communication and coordination skills for stakeholder engagement.