

Name of Position: Personal Assistant to CEO

WRI India is looking for a bright, hardworking urban designer/planner to join our Road Safety & Urban Transport team in Mumbai. This individual will primarily support street design/neighborhood planning/ traffic & public transit projects as well as perform accident data analysis and road safety risk assessments. The individual may also be required to assist other departments as needed. The successful candidate will work closely with his/her supervisor.

Responsibilities

- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, tour planning (hotel bookings/ travel arrangements etc.)
- Maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Handle incoming mail and other material
- Set up and maintain filing systems
- Set up work procedures
- Maintain databases
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Coordinate the flow of information both internally and externally

Experience

- 1-3 years' experience as a PA

Educational Qualification

- Any Bachelors' Degree. Diploma Courses in the relevant field will be preferred.

Salary and Benefits:

Salary shall commensurate with experience and skills. WRI India offers a generous and comprehensive benefits package.

Location: Delhi

Employee Type: Full Time

How to Apply :

Only Qualified applicants should apply online at www.wri.org/careers. All applications must be submitted online through this career portal in order to be formally considered. Only select applicants will be contacted for interview purpose.

About WRI

The World Resources Institute is an environmental and development research and policy organization that creates solutions to protect the Earth and improve people's lives. As an Equal Opportunity Employer, it is WRI's policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, gender identity, parental status, protected veteran status, or disability. WRI's global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI's policy research and analysis.

Established in 1982, WRI is a globally by policymakers, non-governmental organizations, and corporate leaders. WRI's reputation is grounded in its excellent analysis, non-partisan approach, and high-impact results. We measure our success based on how our work helps to create real-world change on the ground—and approach we call "Managing for Results." WRI's work is united by and driven by our values: Innovation, Integrity, Urgency, Independence, and Respect.