

Job Vacancy

Job Title: Executive Assistant to the Principal

Location: Ankur School, Sector 14 , PU Campus, Chandigarh 160014

Job Type: Full-time

Job Summary:

The Executive Assistant to the Principal will provide high-level administrative support to ensure the efficient operation of the Principal's office. The role requires strong organizational skills, discretion, and the ability to manage multiple tasks in a dynamic school environment. The Executive Assistant will act as the primary liaison between the Principal and internal/external stakeholders while handling confidential information with professionalism.

Key Responsibilities:

- Manage the Principal's calendar, schedule appointments, and coordinate meetings.
- Handle phone calls, emails, and correspondence on behalf of the Principal.
- Prepare reports, presentations, and official school documents.
- Maintain confidential records, files, and school policies.
- Coordinate school events, board meetings, and parent-teacher conferences.
- Assist with internal and external communication, including drafting memos and announcements.
- Manage travel arrangements and itineraries for the Principal.
- Conduct research and compile data as needed for decision-making.
- Perform general office management duties, including ordering supplies and ensuring a well-organized workspace.

Required Qualifications & Skills:

- Bachelor's degree in Business Administration, Education, or a related field.
- Proven experience as an Executive/ Personal Assistant, or similar role.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of Shorthand
- Excellent verbal and written communication skills.
- Ability to handle sensitive information with discretion and confidentiality.
- Strong organizational and multitasking abilities.
- Professional demeanor with strong problem-solving skills.
- Experience in an educational setting is a plus.

Preferred Qualifications:

- ▮ Prior experience working with school leadership or educational institutions.
- ▮ Knowledge of school operations, policies, and procedures.
- ▮ Familiarity with school management systems (LMS, ERP, etc.).

Work Environment & Benefits:

- ▮ Competitive salary based on experience and qualifications.
- ▮ Opportunity to work closely with school leadership.
- ▮ Professional development and growth opportunities.
- ▮ A positive and collaborative work environment.

Application Process:

- Suitable candidates should report at the venue along with their resume and necessary testimonials on 27th February 2025 for a written test at 10 a m sharp.
- The written test will be conducted to assess the expression competency of the candidate.
- Only the screened candidates will be called for final round of the interview.
- Applications along with the resume for the post can be emailed to careeratankur@gmail.com before 26th February 2025.