

RPG Enterprises is one of India's largest industrial conglomerates with a turnover of over Rs. 20,000 crores and is distinguished by its passion for leading edge people practices. The group has more than eight companies managing diverse business interests in the areas ranging from core infrastructure sector to technology. The Group employs over 40,000 employees and is powered by an accomplished leadership team that comes from diverse professional backgrounds.

Corporate Social Responsibility is ingrained in core business operations at the RPG Group. Taking responsibility for the impact of its activities on various stakeholders, CSR activities at RPG cover the workplace, community, and business ecosystem.

Job Role: Executive Assistant to the Director
Position Type: Full-time

Location: Worli, Mumbai

Job Summary:

We are seeking a **highly dependable, proactive, and polished Executive Assistant** to meet the professional and personal requirements of the Director.

This is a **high-trust, high-responsibility role** requiring exceptional organizational capability, discretion, strong communication skills, and the ability to anticipate needs proactively. The role goes beyond administrative coordination and includes **research, analytical preparation, and strategic support** to enable the Director to effectively engage across national and international platforms.

The ideal candidate will be **hands-on, solution-oriented, intellectually curious, and able to synthesize information**, ensuring seamless preparation for meetings, conferences, and key engagements.

Stability, commitment, and long-term association are strongly preferred.

Key Responsibilities:

Executive & Administrative Support

- Manage complex calendars across professional, social, and personal commitments
- Coordinate internal and external meetings across diverse stakeholders
- Track action items and ensure timely follow-ups
- Prepare briefing notes, agendas, and meeting summaries
- Maintain structured documentation and digital filing systems

Research & Strategic Preparation Support (*New — Critical Function*)

- Conduct **background research** on themes relevant to meetings, conferences, roundtables, and forums
- Prepare **briefing documents**, summaries, and talking notes ahead of key engagements
- Compile **contextual research** on organizations, speakers, policymakers, partners, and sector developments
- Support preparation for:
 - Conferences
 - Round tables
 - Panel discussions
 - International seminars
 - Public platforms
- Monitor sectoral developments across:
 - Education
 - Livelihoods
 - Heritage
 - Philanthropy and social impact
- Summarize articles, reports, policy notes, and institutional updates into concise insights

- Support development of presentations, speaking material, and background notes
- Maintain reference archives of reports, articles, and research materials

This component is particularly critical given the Director’s engagement across leadership platforms and knowledge forums.

Professional Coordination

- Liaise with internal teams across programs and projects
- Coordinate meetings with stakeholders, consultants, and institutional partners
- Assist in planning and execution of meetings, site visits, and reviews
- Manage logistics and itineraries
- Track commitments and deadlines across projects

Personal Assistance

- Manage personal calendar requirements (if any)
- Liaise with stakeholders & vendors where required
- Assist in planning personal travel and engagements
- Provide dependable support across personal commitments

Communication & Stakeholder Interface

- Act as first point of contact when required
- Manage professional correspondence
- Draft routine communication and follow-ups
- Ensure courteous and professional engagement with stakeholders
- Always maintain strict confidentiality

Event & Logistics Management

- Support planning of meetings, gatherings, and hosted events
- Coordinate venues, vendors, guest lists, and confirmations
- Assist in execution of conferences and institutional engagements
- Manage logistics for hosted discussions and delegations

Operational & Problem-Solving Support

- Anticipate needs and proactively resolve issues
- Handle urgent requests calmly and efficiently
- Ensure seamless coordination across professional and personal spheres
- Maintain high discretion and attention to detail
- Provide structured support to enhance day-to-day efficiency

Candidate Profile

- ✓ **Highly reliable and stable**
 - ✓ **Hands-on and execution-driven**
 - ✓ **Smart, quick-thinking, and resourceful**
 - ✓ **Intellectually curious and research-oriented**
 - ✓ **Presentable and polished**
 - ✓ **Discreet and trustworthy**
 - ✓ **Solution-driven and proactive**
 - ✓ **Comfortable working in dynamic, multi-stakeholder environments**
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Preferred Qualifications

- Master's degree (minimum)
- 5+ years of experience supporting senior leadership
- Prior experience as Executive Assistant or Personal Assistant to CXO / Founder / Philanthropic Leader preferred
- Strong research, summarization, and documentation skills
- Excellent written and verbal communication skills
- Strong organizational and time-management abilities
- High level of professionalism and confidentiality

Preferred Background

Candidates with experience in:

- Foundations and philanthropic organizations
- Policy institutions
- Corporate leadership offices
- Family offices
- Development sector organizations

Additional Preferences

- Based in **South Mumbai** (strongly preferred)
- Willing to be flexible with working hours when required
- Comfortable handling both **professional and personal responsibilities**
- Strong digital literacy (presentations, documentation, research tools)
- Stable employment history preferred

Key Traits That Will Make Someone Succeed in This Role

Given the nature of leadership responsibilities handled, the following traits are critical:

- Anticipation mindset
- Structured thinking
- Curiosity and analytical ability
- Strong judgment
- Ability to synthesize information quickly
- Emotional intelligence
- Multi-tasking capability
- Ownership mindset
- Loyalty and discretion

What We Offer:

- Collaborative work culture with experts, youth leaders, and global networks.
- Flexible working arrangements and professional development opportunities.
- A chance to contribute to the design and implementation of transformative conservation solutions.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and interest in the position to [archana@rpgf.in].

RPG Foundation is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply. This job description is a general guideline and may be subject to change based on organizational needs.