

RPG Foundation is carving a path for India's future by channelling investments into youth, women, environment, and culture. Functioning as a social incubator, RPG Foundation actively fosters the growth of innovative ideas, providing the support needed for successful implementation. Over the years, the Foundation has emerged as a pivotal social innovation hub, nurturing niche concepts and transforming them into tangible realities.



Job Role: Personal Assistant to the Director (Female Candidates only)
Position Type: Full-time

Location: Worli, Mumbai

Job Summary:

We are seeking a highly dependable, proactive and discreet **Personal Assistant to the Director** to provide comprehensive support across the Director's professional and personal requirements.

The role requires exceptional organisation, anticipation of needs, attention to detail, maturity and confidentiality. The individual will be expected to work closely with the Director, understand priorities, manage day-to-day requirements and ensure that commitments, appointments, travel and engagements are handled seamlessly.

The ideal candidate will be hands-on, resourceful, solution-oriented and comfortable managing multiple priorities in a dynamic environment. The ability to work independently, exercise sound judgement and remain calm while handling urgent or last-minute requirements will be important.

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

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Key Responsibilities

1. Calendar & Schedule Management

Manage and maintain the Director's professional and personal calendar. Coordinate appointments, meetings, calls and engagements. Ensure appropriate scheduling, sequencing and time management across commitments. Anticipate scheduling requirements and flag potential conflicts well in advance. Keep the Director updated on upcoming commitments and priorities. Coordinate changes and last-minute requirements efficiently.

2. Personal Assistance

Provide dependable day-to-day assistance across the Director's personal requirements. Coordinate personal appointments, engagements and commitments as required. Assist with planning and organising personal travel and itineraries. Coordinate with vendors, service providers and other external parties when required. Follow through on personal requests and ensure timely closure. Handle personal matters with complete discretion and sensitivity.

3. Travel & Logistics

Plan and coordinate domestic and international travel as required. Manage travel itineraries, bookings, accommodation and related logistics. Coordinate airport transfers, local transportation and other travel requirements. Ensure all travel-related information is organised and readily accessible. Handle changes or disruptions to travel plans calmly and efficiently.

4. Meetings & Engagements

Coordinate meetings and appointments with internal and external stakeholders. Ensure meeting logistics, venues and other requirements are arranged in advance. Maintain relevant schedules, contact details and background information. Coordinate with participants and ensure timely confirmations. Support the Director during hosted meetings, gatherings and other engagements.

5. Communication & Coordination

Act as a point of contact for the Director when required. Manage routine correspondence and follow-ups. Coordinate with colleagues, senior stakeholders, vendors, consultants and external partners. Communicate courteously and professionally on behalf of the Director. Ensure messages and commitments are followed through appropriately.

6. Event & Hospitality Support

Assist in planning and coordinating dinners, gatherings, meetings and hosted events. Coordinate venues, vendors, guest lists, invitations and confirmations. Support logistics for visiting guests, delegations and other engagements. Ensure that arrangements are executed smoothly and with attention to detail.

7. Follow-up & Execution

Track commitments, appointments and pending requirements. Follow up with relevant individuals to ensure timely completion. Maintain checklists and structured records where required. Take ownership of tasks from initiation through completion. Anticipate requirements rather than waiting for instructions.

8. Administrative & Documentation Support

Maintain organised digital and physical records as required. Manage documents, schedules, contact lists and reference material. Assist with preparation of routine notes, summaries and presentations where required. Ensure information is easy to retrieve and appropriately maintained.

9. Proactive Problem-Solving

Identify potential issues before they become problems. Respond to urgent requests with composure and efficiency. Find practical solutions independently wherever possible. Adapt quickly when priorities or plans change. Ensure seamless coordination across the Director's professional and personal commitments.

Candidate Profile

The ideal candidate will be highly reliable, responsible and stable. Proactive and naturally inclined to anticipate needs. Exceptionally organised and detail oriented. Hands-on and execution driven. Smart, resourceful and quick-thinking. Polished and professionally presentable. Warm, courteous and emotionally intelligent. Discreet and completely trustworthy. Comfortable dealing with senior leaders and distinguished stakeholders. Able to manage sensitive situations with maturity and diplomacy. Comfortable managing multiple priorities simultaneously. Flexible and willing to support requirements beyond conventional working hours when necessary. Looking for a stable, long-term association.

Preferred Qualifications & Experience

- Bachelor's or Master's degree from a good institution.
- 6+ years of experience in a Personal Assistant / Executive Assistant / similar support role.
- Prior experience supporting a senior leader, CXO, Founder, Entrepreneur, Philanthropic Leader or Family Office would be preferred.
- Strong written and verbal communication skills.
- Excellent organisational and time-management abilities.
- Strong digital literacy and comfort with calendars, documentation, presentations and online tools.
- Experience managing travel, appointments, vendors and personal/professional logistics.
- Strong interpersonal skills and professional etiquette.

Preferred Background

Candidates with experience in the following environments may be considered:

- Family offices
- Corporate leadership offices
- Foundations and philanthropic organisations
- Entrepreneur-led organisations
- Development sector organisations
- Professional services or other high-touch support environments

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

Working Style

The role requires flexibility and a willingness to work beyond standard working hours when the Director's schedule or requirements necessitate it. The individual should be comfortable managing both professional and personal responsibilities and should understand that the nature of a Personal Assistant role requires responsiveness, discretion and a high degree of trust.

Additional Preferences

- Based in **South Mumbai** (strongly preferred)
- Digital literacy & Communication proficiency
- Stable employment history preferred

What We Offer:

- Collaborative work culture with experts, youth leaders, and global networks.
- Inclusive working environment 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.