

## INDIA CLIMATE COLLABORATIVE

### Administrative Assistant

#### Job Description

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#### **About the ICC:**

The India Climate Collaborative is a first-of-its kind, India-focused collaborative that seeks to direct funding and visibility towards climate action in India. Our endeavor is to spur collective investment and connect diverse voices, and in doing so, craft a uniquely Indian response to climate change, attuned to our needs and development priorities. We aim to stitch together the Indian climate community from government agencies to corporates, impact investors and practitioners and civil society.

The ICC marks the first-ever collective response by industry leaders such as Ratan N. Tata, Anand Mahindra, Rohini Nilekani and others for effective action towards a shared climate goal. We are currently a 45+ member organisation comprising of government agencies, businesses, scientific institutions, universities, non-profits and fellow collaboratives such as *EdelGive Foundation, Wildlife Conservation Trust, ATREE, Center for Policy Research, Principal Scientific Advisor to the Government of India, CEEW, WRI India and TNC India* to name a few.

#### **Administrative Assistant**

The ICC seeks an energetic, forward-looking team member to ensure smooth and effective day-to-day operations. Reporting to the Director, Operations, the Administrative Assistant will act as a central node of coordination across all stakeholders of the ICC, from staff, to the ICC Boards, members, donors and external partners. S/he will coordinate critical aspects of the Executive Director's and team's workflow and provide support across ICC programs and overall office administration.

You are an ambitious, quick learner who is ready to put your current skills to work while gaining extensive on-the-job administrative experience and direct exposure to a wide diversity of Indian and global stakeholders, including high level leaders. No task is too big or too small for you with the opportunity to be an integral part of a young, entrepreneurial team and to interact daily with senior management.

#### **Principal Duties and Responsibilities**

- Diary and calendar management including scheduling and facilitating meetings, prioritizing meetings as required, optimizing times and schedules
- Expense management: tracking expenses, managing invoices, preparing and submitting expense reports
- Admin support:
  - Travel and logistics: managing travel including flights, hotels, visa requirements and local travel arrangements
  - Support with logistics for team meetings, workshops, conferences
  - Document handling, email management etc.
- Preparing basic pre and post meeting notes for client meetings undertaking basic research as required, preparing ppt slides, writing memos etc.

**Qualifications**

- Bachelor's degree or equivalent.
- 3-5 years' work experience, with at least 2-3 years in an EA role to a vice president/director level in an MNC.
- Experience managing multiple stakeholders and working with senior management.
- Excellent written and verbal communication and interpersonal skills.
- Ability to multi-task and work independently.
- Superior organizational and time management skills.
- Proficient with MS Office (Word, Excel, PPT).

**Terms of Employment**

- **Location:** This position is based in Mumbai
- **Details:** Full time position

**To apply**

Please submit the following via email to: ([hr@indiaclimatecollaborative.org](mailto:hr@indiaclimatecollaborative.org))

- A brief letter stating interest and qualifications for the position.
- A resume detailing work experience, education, qualifications and contact information (name, email and phone) for at least one professional reference.
- A one-page correspondence writing sample (email or letter) intended for an external audience (e.g. a funder or grantee).

**Timeline:** Prospective candidates are encouraged to apply as soon as possible, and are being interviewed on a rolling basis. Only shortlisted candidates will be contacted.

*The India Climate Collaborative, registered as the Council of Philanthropies for Climate Action, is an equal opportunity employer.*