

Job Description – Executive Assistant (State)

Position	Executive Assistant												
No. of Post	12 (Twelve)												
Category wise vacancy details	UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC
	3	2	1	0	1	1	1	1	1	1	0	0	0
Location	Office of State Health Agency, AB-PMJAY, Bihar, Patna												
Eligibility Criteria													
Age: Maximum age in years as on 01/08/2019													
UR/EWS (Open): 28, UR/EWS (W): 31, BC/EBC (Open/W)=31, SC/ST(Open/W):33, 10years relaxation in upper age limit in respective category for Divine Body Applicants.													
Essential Qualification:													
Graduation from a recognised Institution with one year diploma in computer application from recognized institute.													
Proficiency test in typing:													
<ul style="list-style-type: none"> • Hindi – Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered • English - Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered 													
Experience:													
<ul style="list-style-type: none"> • A minimum of 2 years' experience in related field 													
Desirable:													
<ul style="list-style-type: none"> • Experience of working in central/state administration/department, district administration, public health facilities, NGOs etc. in the capacity of Executive Assistant. 													
Purpose of Assignment:													
The Executive Assistant will assist and report to the respective vertical manager/supervisor in all administrative matters relating to implementation of the assignment. S/He will be mainly responsible for clerical work, file management and record keeping, data entry, MIS maintenance and other related duties as required by the authorities.													
Roles and Responsibilities:													
<ul style="list-style-type: none"> • Provide administrative, organizational and scheduling structure and support. • Prepare a variety of complex reports, including attending meetings to gather information, conducting internet and other research, writing first drafts, and producing computer graphics. • Prepare a variety of documents, requisitions, purchase orders, resolutions and other correspondence. • Implement office policies and develop recommendations for improving departmental operations and procedures. • Create and maintain a system for organizing and storing both electronic and hard-copy information and records, and implement record retention policies and procedures. 													

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16/8/19

- Act as liaison between supervisor and department managers or the public and represent and communicate issues and directives.
- Maintain appointment schedules and calendars provide reminders as appropriate and coordinate travel arrangements.
- Coordinate and organize meetings, meeting minutes and records, and any required follow up.
- Receive and screen communications to the supervisor including telephone calls, mail and email messages, and provide assistance using independent judgment to determine those requiring priority attentions; respond to communications as appropriate.
- Undertake any additional responsibilities given by the State Health Agency.

Competencies and Skills:

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Effective Use of the internet
- Ability to negotiate
- Ability to multi-task, prioritize, and manage time efficiently
- Accurate and precise attention to detail

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10/21/19