

TERMS AND CONDITIONS

FOR THE POSTS OF EXECUTIVE ASSISTANT, PCA OFFICE BEARERS

Post	Qualification	Experience	Salary
Executive Assistant (PCA Office Bearers) (Post - 2)	Graduate	-3 to 5 years in executing the cricketing/ secretarial/ managerial day to day works -Handling Social Media of PCA	Rs.35000 to 40000 per Month plus GST

Note:

The contractual appointment shall be valid for term based and initially have one year probation period.

EXECUTIVE ASSISTANTS, PCA OFFICE BEARERS

The Executive Assistant is responsible for providing comprehensive support to the Office Bearers of Punjab Cricket Association (PCA), in managing the office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism, confidentiality and timely.

WORKING HOURS

- As per PCA Rules
- Late working hours keeping in view the task/work

REQUIRED SKILLS/ABILITIES

- Experience in secretarial work, management office administration, or related training/works
- Excellent written and verbal communication English skills
- Cricket knowledge
- Computer knowledge: proficiency with Email, Microsoft Office (creating documents and spreadsheets, using office software such as MS Word, Excel, and Power Point) and desktop publishing software; ability to design and edit graphic presentations and materials
- Technical proficiency and problem-solving skills related to web-based applications
- Strong ability to execute work with a diversity, equity, and inclusion lens

- Note-taking, record keeping, and organizational skills
- Proficiency in appointment scheduling
- Ability to manage internal and external correspondence.
- Working knowledge of printers, copiers and scanners
- Exceptional organizational skills and impeccable attention to detail
- Make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent judgment is essential
- Ability to switch gears at a moment's notice

PRIMARY RESPONSIBILITIES

- Report to Office Bearers of Punjab Cricket Association
- Day to day management for the works of Office Bearers and recommendations to ensure smooth day-to-day engagements and also performing secretarial and administrative duties
- Handling social media on behalf of the Office Bearers of PCA
- Typing, formatting, and editing reports, documents, and presentations
- Entering data, maintaining databases, and keeping records
- Liaising with internal departments, answering calls, and making travel arrangements
- Managing internal and external correspondence on behalf of senior management
- Scheduling appointments, maintaining an events calendar, and sending reminders
- Copying, scanning, and faxing documents, as well as taking notes
- Preparing facilities for scheduled events and arranging refreshments, if required
- Ordering office supplies and replacements, as well as managing mail and courier services
- Observing best business practices and etiquette
- Act as a liaison and provide assistance support
- Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Office Bearers, PCA.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters
- Complete a broad variety of administrative/management/office tasks/works/assignment
- Organization; including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office Bearers, PCA including those of a highly confidential or critical nature

- Prioritize and determine appropriate course of action, referral, or response and organization policy
- Work closely with the Office Bearers, PCA to keep them well informed of upcoming commitments and responsibilities
- Technology coordinator and providing information and documents as needed.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed and provide event management support
- Work with the Executive Team to coordinate the Office Bearers, PCA outreach activities
- Follow up on contacts made by the Office Bearers to cultivate ongoing relationships
- Manage all aspects of organization's office services.
- Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows.
- Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization
- Provide hospitality to all guests and help to create a welcoming environment
- Any other work as assigned by the Office Bearers of PCA from time to time