

Centre for Environment and Energy Development (CEED) is a solution-driven not for profit organisation that works towards creating inspiring solutions to maintain a healthy, rich and diverse environment. A challenging, constructive, solution-based organisation, CEED addresses issues like energy security, energy efficiency, sustainable energy supply and climate protection. Visit- www.ceedindia.org

Presently, we are hiring for following positions;

Job Title- Executive Assistant for Chief Executive Officer (CEO)

Centre for Environment and Energy Development (CEED) looking for an young and dynamic executive Assistant for CEO, having pleasing personality and effective set of communication skill.

Job Description;

The job includes, representing director, Human resource responsibilities, event planning, gathering information or any other jobs attached to CEO office. You might take meeting minutes, write reports, prepare correspondence and prioritise items that need attention. General book-keeping and good math skill will be an added advantage.

Only those need to apply who are punctual, organised and willing to take intensive travel as part of duty. The work provides good growth opportunity.

Qualification;

University Degree or above. Freshers are welcome to apply. Salary negotiable and best in Industry.

Contact details;

Apply to info@ceedindia.org mentioning Application for Executive Assistant in Subject line.