

Personal Executive (PA) to the Director

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking a Personal Executive (PA) to the Director to provide confidential, high-level administrative, and logistical support, manage the Director's schedule, and ensure the efficient handling of the Director's daily professional and personal tasks. The PA will act as a primary point of contact, gatekeeper, and liaison for the Director.

Job Specification for Personal Executive (PA): The Personal Executive (PA) to the Director will be responsible for proactive calendar and diary management, complex travel coordination, communication screening, documentation, and managing the Director's office. The PA's core duty is to maximize the Director's time and productivity by anticipating needs, ensuring seamless administrative support, and maintaining absolute discretion and confidentiality in all matters. (Candidates preferably from Mumbai)

Essential and Desirable qualifications are as follows:

1	Name of Position	Personal Executive (PA) to the Director
2	Emoluments	INR 40,000 - 50,000/- per month , plus, Personal Accident Policy. <i>A higher start can be considered for a candidate with work experience more aligned with the specific requirement of the BNHS.</i>
3	Duration	Two-year contract (extendable with long-term scope)
4	Experience	PA/Executive Assistant experience at Senior Management/Director Level (3-5 years)
5	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
6	Type of engagement	Contract Based
7	Essential Qualification	Graduate in any discipline (minimum qualification required) Good verbal and writing skills for official communication. Desirable Experience: - Familiarity with office protocols (e.g., maintaining stationery, managing basic inventory, coordinating with vendors). - Prior experience in a director's office or similar senior management setup. - Ability to manage basic stationery/office supplies and operate office equipment (printer/scanner). - Experience working in a non-profit/NGO or research environment.
8	Key Responsibilities	The major duties and responsibilities: - Office Gatekeeping & Communication: Manage all incoming/outgoing phone calls and correspondence, acting as the main liaison for the Director. - Administrative & File Management: Maintain the Director's calendar/diary and organize all physical and digital filing systems securely. - Inventory & Logistics: Monitor and restock office supplies/stationery and coordinate with external vendors for basic office needs. - Support & Confidentiality: Assist with routine tasks (scanning/data entry), arrange minor travel, and ensure absolute confidentiality in all documents.
9	Age Limit	40 to 50 Years

Note: While submitting the application, advertisement no. (Advt. No.30/2025) is to be mentioned in subject line.

General Instructions

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: **30/2025- Application for the post of Personal Executive (PA) to the Director** and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org.

2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Personal Executive (PA) to the Director

Space for
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :
- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):

1. Reference 1:

2. Reference 2:

- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date