

**Job Title: Comms / EA****Job Description:****Key Skills:**

- Draft and send collab emails to clients
- Manage complex calendars, schedule meetings (internal/external), and coordinate video/phone calls.
- Assist in preparing trackers, bulk emails and follow ups on the responses
- Coordinate with internal teams and external stakeholders as required
- Outreach engagement and partnerships meetings
- Support special projects, track deliverables, and prepare meeting agendas/minutes.
- Diligently managing and executing Founder's office tasks
- Create and design growth strategy for branding and partnership
- Attend workshops, Leadership Meets, Conferences etc for networking and relationship building

**What we are looking:**

- Clear written and verbal communication skills
- Strong coordination and follow-up abilities, ability to adjust to changing priorities efficiently.
- Comfort in interacting with internal teams and external partners and handle confidential, sensitive information
- Working knowledge of MS Office / Google Workspace
- Ability to manage multiple tasks and meet deadlines
- Knowledge in Canva, MS Excel, Slack, GChat, Partner communications
- Must have previously worked on meeting schedules, agendas, outreach