

EXECUTIVE ASSISTANT

About CRUT:

Capital Region Urban Transport ("CRUT"), erstwhile known as Bhubaneswar Puri Transport Services (BPTS), is the sole public bus service provider for Bhubaneswar, Cuttack and Puri planning area. It started operations in October 2010. CRUT is a Special Purpose Vehicle ("SPV"), registered under Companies Act 2013 with shareholding from Bhubaneswar Development Authority, Cuttack Development Authority, Puri-Konark Development Authority and Bhubaneswar Smart City Limited.

Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through introduction of new and improved fleets, development and improvement of transit infrastructure (in terms of depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of intelligent Public Transit System (IPTS). CRUT has planned to increase its fleets with the induction of 200 new buses in addition to the 160 existing buses, making its fleet size of total 360 buses.

To manage this modernised bus service system, CRUT is planning to create a proper institutional structure so that it shall have the internal capacity to manage everything on its own. In this regard, CRUT intends to recruit Executive Assistant from the applicants fulfilling the qualification criteria through this advertisement.

Position:

The Executive Assistant to MD is responsible to manage and run MD's corporate strategy office to execute key strategic, business growth and operational plans for the organization. The ideal candidate should have the professional knowledge and required expertise in business planning, corporate strategy, strategic planning. Executive Assistant shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should have Masters in Business Administration in Finance and Strategy or equivalent from a reputed institute with minimum 3 years of overall experience. Preference will be given to those who has prior experience in Public Transport and Urban Mobility and/or Government agencies.

Responsibilities:

Strategic Planning and Leadership:

- Assist the Managing Director in strategic decision makings.
- Manage and run MD's corporate strategy office to execute key strategic and operational plans for the organization.

- 18
- Develop and program manage key strategic plans for the organization across the functions.
 - Analyse business performance of various functions and provide relevant inputs to senior management.
 - Conduct periodic business reviews and identify areas of improvement.
 - Evaluate new business plans opportunities in terms of feasibility and implementation.
 - Identify and pilot new trends/innovations/ideas in the business.
 - Take initiative in and strategize CRUT's organizational policy making.
 - Cultivate a strong and transparent working relationship with CRUT officials
 - Work collaboratively and strategically with senior officials.

Supervision and Monitoring:

- Assist in monitoring overall activities related to CRUT services
- Assist MD's office in implementation of envisaged projects through continuous monitoring, follow-up and review
- Assist in preparation of different kind of operation monitoring SOPs.
- Report progress and output quality, as well as develop transportation services improvement initiatives.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Assist Managing Director (MD) and MD's office in external and internal communication
- Maintain sound working relationships and cooperative arrangements with all the stakeholders.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.