

JOB DESCRIPTION

Position Title	Executive Assistant	Reports to	Director
Functions	Director's Office	Location	Chennai
Approval Date		Incumbent	

Purpose
<p>The Executive Assistant (EA) to the Director will be groomed to become a strategic leader within MGM Healthcare. This role offers an opportunity to gain deep exposure to healthcare operations through a six-month cross-functional training program across key departments before working directly with the Director. The EA will provide analytical, operational, and strategic support to the Directors, ensuring seamless coordination across the organization. Over three years, the EA will be expected to transition into a leadership role either as the second-in-line to one of senior leaders.</p>

Key Result Areas	
Area	Expectations
Organizational	<ul style="list-style-type: none"> Act as a key liaison between the Director and functional heads, facilitating effective communication and ensuring alignment with the organization's strategic goals. Develop a deep understanding of the healthcare organization's core operations and priorities to provide strategic inputs to the Director. Uphold a high standard of confidentiality and discretion in all matters related to the Director's office, ensuring information security and trust.
Strategic Support	<ul style="list-style-type: none"> Be at the forefront of strategic execution by partnering closely with the Director to translate high-level goals into actionable plans. Support the Director in preparing for and conducting weekly and monthly performance reviews, ensuring insights are sharp, data-driven, and forward-looking. Bring innovative ideas and solutions to the table, shaping the way strategic priorities are executed across departments. Prepare executive reports, presentations, and strategic briefs for the Director Conduct research on industry trends, business challenges, and organizational performance.
Cross-Functional Collaboration	<ul style="list-style-type: none"> Immerse in the organization's key functions during cross functional training, gaining first-hand exposure to patient services, operations, finance, HR, and strategy. Build strong relationships with departmental leaders and identify opportunities to improve coordination, efficiency, and impact across the organization. Champion a culture of collaboration by connecting dots between departments, spotting synergies, and proposing ways to achieve better alignment. Coordinate across departments to address issues, resolve bottlenecks, and ensure the seamless execution of initiatives.

Key Result Areas	
Area	Expectations
Data Analytics and Visualization	<ul style="list-style-type: none"> • Lead data collection, analysis, and visualization efforts to create actionable insights for the Director, identifying trends and patterns that impact business operations and strategy. • Develop and maintain KPI dashboards to provide ongoing visibility into performance metrics, ensuring real-time data is accessible for executive decision-making. • Regularly prepare in-depth reports on key metrics and organizational performance, ensuring that complex data is synthesized into clear, visually impactful presentations for executive and board meetings.
Stakeholder Engagement and Liaison	<ul style="list-style-type: none"> • Act as a key representative of the Director's office, ensuring smooth communication and alignment between departments and external stakeholders. • Manage relationships with key internal and external stakeholders, coordinating with department heads to address Director's queries and facilitate follow-up on critical action items. • Represent the Director in internal meetings when needed, accurately conveying priorities, capturing key discussions, decisions, and action points from meetings through Minutes of Meetings (MOM) and ensuring timely follow-ups of actionable items.