



Job Title: Executive Assistant to the CEO

Department: Administration

Location: IKP Knowledge Park, City Office & Park Office

Reports to: Chief Executive Officer (CEO)

About IKP Knowledge Park

IKP Knowledge Park (IKP) is a leading science park and incubator dedicated to advancing cutting-edge R&D in India. We have a pioneering legacy of more than two decades of nucleating and nurturing life sciences and engineering innovation. We focus on sectors like biotech, health tech, and agri-tech, helping innovators move from the lab to the real world. By partnering with government, industry, non-profits, academia and investors, we create a supportive environment for startups and SMEs to thrive and grow. Our work is centred at our 200-acre park in Genome Valley Hyderabad and our Bengaluru maker space (IKP EDEN at Koramangala, Bengaluru), reaching across India and the world through various innovation programs and services. We are at the cusp of next phase of growth which is founded in our belief that science and technology are key to shaping a better tomorrow through deep & expansive societal impact.

Job Summary

The Executive Assistant to the CEO provides high-level administrative and strategic support to the Chief Executive Officer, ensuring efficient management of schedules, communications, and stakeholder interactions. The role requires strong organizational skills, discretion, and the ability to coordinate across teams while supporting leadership priorities in a dynamic innovation ecosystem.

Key Responsibilities

- Manage the CEO's calendar, appointments, meetings, and travel arrangements.
- Act as the primary point of contact between the CEO and internal teams, board members, government officials, industry partners, and external stakeholders.
- Prepare, review, and manage correspondence, presentations, reports, and briefing notes for meetings and reviews.
- Coordinate and follow up on action items arising from leadership meetings, and strategic discussions.
- Support the CEO in planning and organizing internal and external events, reviews, and visits.
- Maintain confidentiality and handle sensitive information with utmost discretion.
- Assist in drafting official communications, emails, and policy-related documents as required.
- Track deadlines, priorities, and deliverables across multiple initiatives and ensure timely follow-up.
- Facilitate smooth coordination between departments to support the CEO's office operations.
- Perform other administrative and strategic support functions as assigned by the CEO.



Qualifications & Experience

- A good command on spoken and written English.
- Graduate / Postgraduate in any discipline (Management or related fields preferred).
- 10 – 15 years of experience as an Executive Assistant supporting senior leadership.

Desired Profile:

Excellent verbal and written communication skills with strong organizational, planning, and time-management abilities. Demonstrates a high level of professionalism, integrity, and discretion, with the ability to work independently, prioritize tasks, and perform effectively under pressure. Proficient in MS Office applications including Word, Excel, PowerPoint, and Outlook, and possesses strong interpersonal skills with the ability to manage and coordinate with diverse internal and external stakeholders.

To Apply:

Please send your CV and a Statement of Purpose (SOP) by 03rd February 5pm IST to raghavendrap@ikpknowledgepark.com by mentioning the position applied for in the subject line.

Applications without an SOP will not be considered for the position.

Please note that the position may be closed once a suitable candidate is identified, and we may not necessarily wait until the completion of the stated timeline.