Azim Premji Foundation

Associate Secretary in Bengaluru | Azim Premji Foundation

Bengaluru, Karnataka · full-time · mid level · Competitive

Application Assist →

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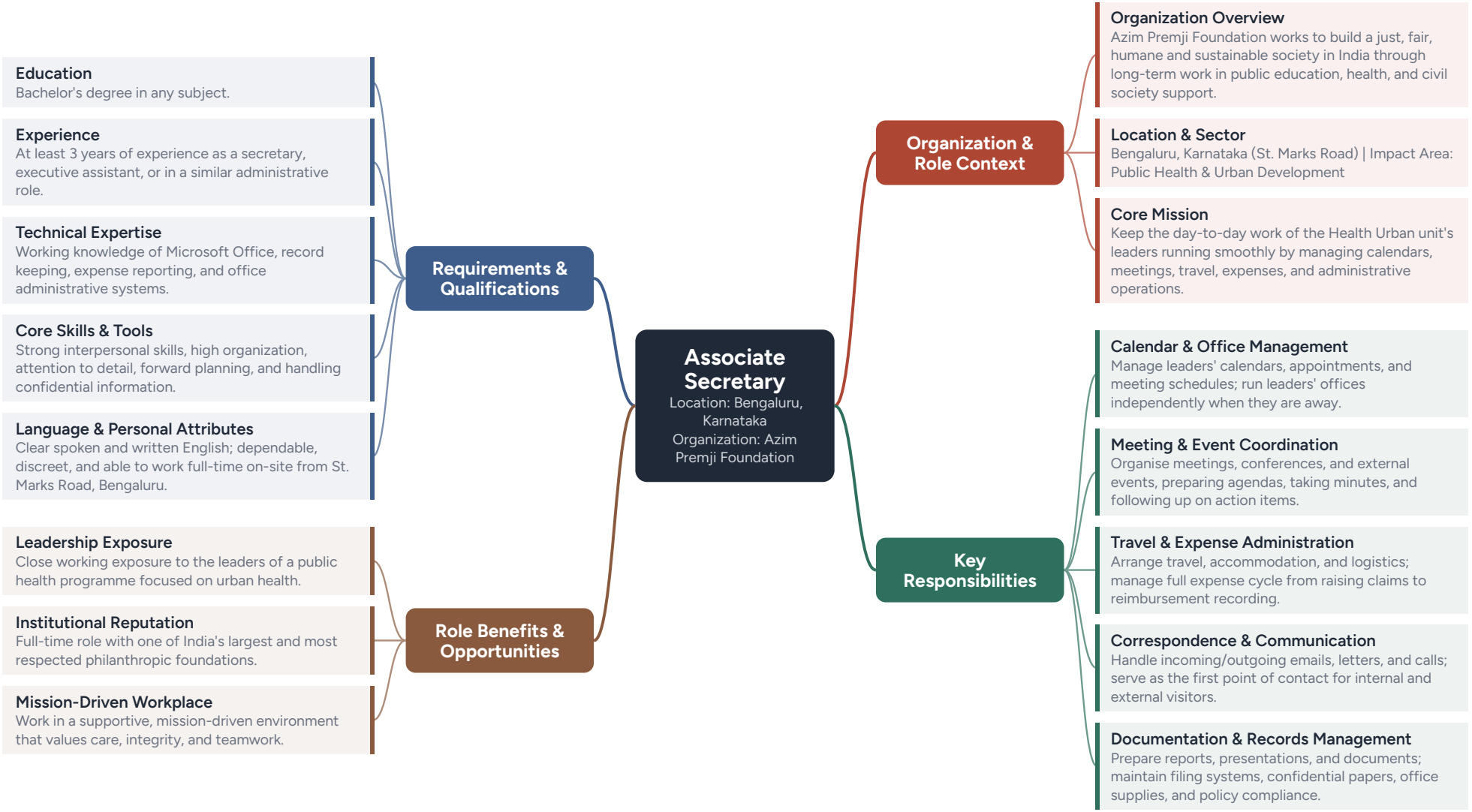

Skills this role needs

Calendar and meeting management	Expense management	Microsoft Office	Record keeping	Travel and event coordination

Job description

Azim Premji Foundation

Azim Premji Foundation works to help build a just, fair, humane and sustainable society in India. It is best known for its long-term work in public education, supporting teachers and schools across many states. The Foundation also works in health, helping communities get better and more affordable care. It works closely with government systems and local groups so that change lasts. This role sits within the Foundation's Health Urban unit, which works on health in cities.

Role

The Associate Secretary keeps the day-to-day work of the unit's leaders running smoothly. You will look after their calendars, meetings, travel, expenses and correspondence, and act as the first point of contact for people inside and outside the Foundation. When leaders are away, you will manage their offices on your own and keep them updated. This role suits someone organised and dependable, who can handle private information with care and plan ahead.

Responsibilities

- Manage leaders' calendars, appointments, meeting schedules and day-to-day logistics.
- Organise meetings, conferences and external events, including preparing agendas, taking minutes and following up on action points.
- Handle incoming and outgoing emails, letters and phone calls, and receive visitors as the first point of contact.
- Run leaders' offices independently when they are away and keep them informed.
- Manage the full expense cycle, from raising claims to making sure reimbursements are paid on time and recorded.
- Arrange travel, accommodation and logistics for work trips.
- Prepare reports, presentations and documents, and keep filing systems, records and confidential papers in order.
- Track office supplies, coordinate purchases, support special administrative projects and make sure the office follows Foundation policies.

Requirements

- A bachelor's degree in any subject.
- At least 3 years of experience as a secretary, executive assistant or in a similar role.
- Clear spoken and written English, with good listening and careful reading skills.
- Working knowledge of Microsoft Office and good record keeping.
- Strong people skills and the ability to handle confidential information with care.
- Well organised, with an eye for detail and the ability to plan ahead.
- Able to work full-time from the Foundation's office on St. Marks Road, Bengaluru.

Benefits

- Full-time role with one of India's largest and most respected foundations.
- Close working exposure to the leaders of a health programme focused on cities.
- A mission-driven workplace that values care, integrity and teamwork.

Apply

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About the organisation

Azim Premji Foundation

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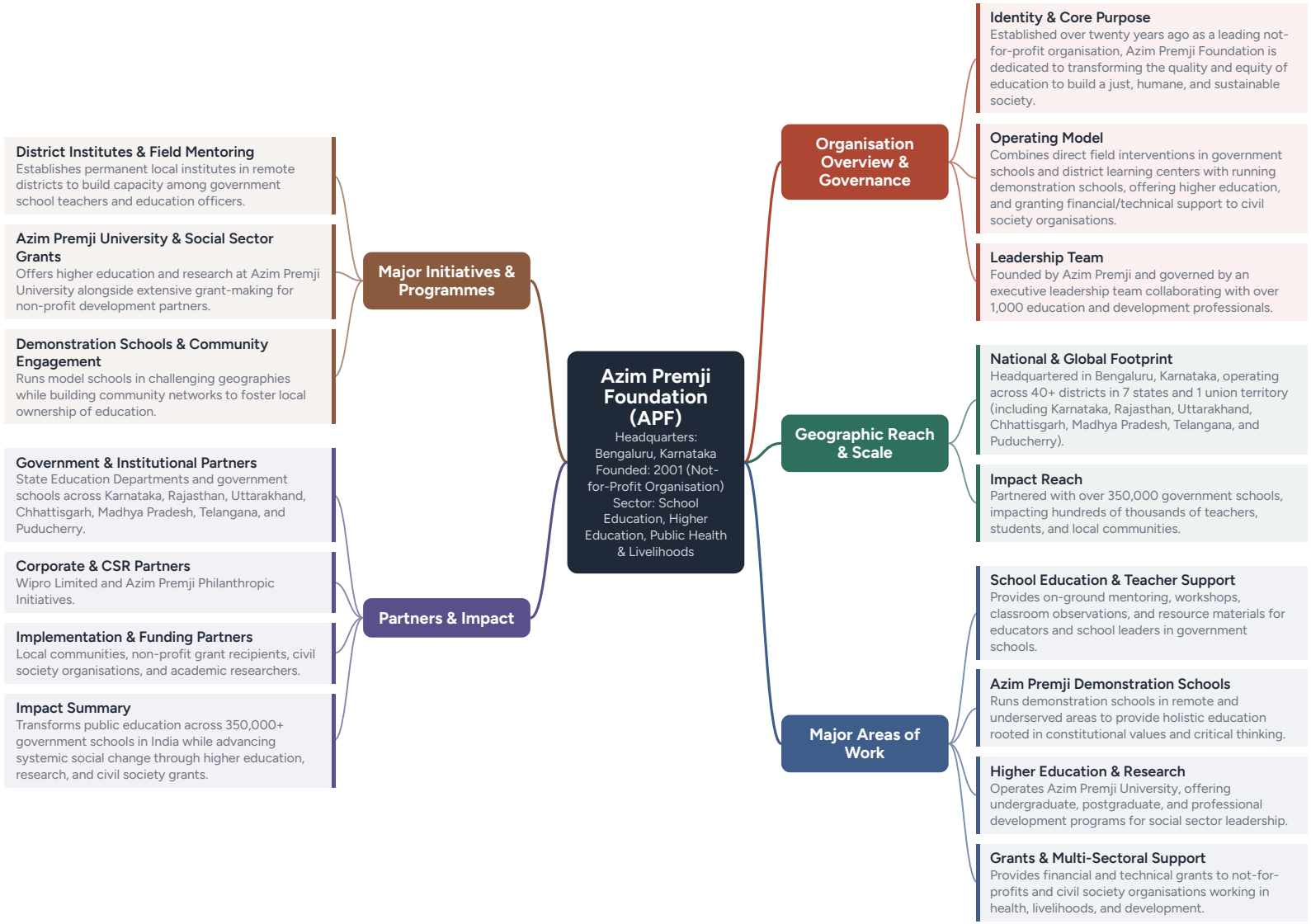

About Azim Premji Foundation

Azim Premji Foundation is one of India's leading not-for-profit organisations, dedicated to transforming the quality and equity of education for all children. Established over twenty years ago, the Foundation believes that education is the cornerstone of a just, humane, and sustainable society. Its vision is to ensure that every child, regardless of background or circumstance, has access to meaningful learning and the chance to reach their full potential.

Youtube Video>

The Foundation works in partnership with government schools and education departments in more than 40 districts across seven states and one union territory, including Karnataka, Rajasthan, Uttarakhand, Chhattisgarh, Madhya Pradesh, Telangana, and Puducherry. With a team of over 1,000 passionate professionals, Azim Premji Foundation reaches more than 3,50,000 schools, making a deep and lasting impact on the lives of children, teachers, and communities.

At the heart of the Foundation's work is a commitment to supporting teachers and school leaders. Field teams collaborate closely with educators through workshops, mentoring, classroom observations, and resource development. The Foundation also runs its own schools, where children experience a nurturing environment rooted in constitutional values, critical thinking, and creativity.

Azim Premji Foundation's approach is hands-on and community-focused. Teams work in some of India's most challenging and remote locations, building relationships with teachers, parents, and local leaders. The aim is to create a culture of learning, reflection, and continuous improvement, where everyone is encouraged to ask questions, share ideas, and grow together. Beyond education, the Foundation supports a range of initiatives in health, livelihoods, grants, and higher education. It provides financial and technical support to other not-for-profits and civil society organisations, helping to broaden the reach and impact of development efforts across the country.

The Foundation is also home to Azim Premji University, which offers high-quality higher education and research opportunities for those committed to social change. Life at Azim Premji Foundation is dynamic, diverse, and purposeful. The organisation values diversity, equity, and inclusion, and fosters a supportive environment where staff are encouraged to learn, reflect, and contribute to the Foundation's mission. Employees benefit from extensive professional development opportunities, a comprehensive benefits package, and a strong sense of community and shared purpose.Know the organisation better

Youtube video >

APF's Stories of Change

Azim Premji Foundation is always looking for passionate, socially committed individuals who want to make a difference. Whether working in education, health, livelihoods, or research, every role at the Foundation offers a unique blend of professional fulfilment and social impact. For those who believe in the power of education and want to help build a more just and equitable India, Azim Premji Foundation is a place where purpose and passion come together.

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