



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

12th March 2021

Appointment of Executive- Marketing

IAI, a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India, is inviting applications for the post of “Executive - Marketing”.

Name of the Post	Executive- Marketing
No. of Post	One
Age (as on 12th March 2021)	Minimum Age - not less than 25 years Maximum Age - not more than 35 years
Qualifications	Graduate from recognised university (Preferably first division)
Experience	Candidate should have at least 3 years relevant work experience
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.
What is expected?	<ol style="list-style-type: none">1. Assist in creating event budgets and stick with them; deliver events on time and within budget2. Assist in conducting seminars, webinar & Conferences3. Co-ordination with advisory groups and other stake holders for timely and effective execution of events and conference.4. Ensure issues that arise in the course of an event are quickly resolved without disturbing the event.5. Single Point of Contact (SPC) for responding to various queries by members/other stake holder on various event related activities6. Ensure that members or event attendees are totally satisfied7. Communicate, maintain, and develop relationships with members & other stakeholders8. Uploading details about the event in social media9. Travel on site to inspect ongoing arrangements, preparations, and changes needed to meet the needs of the event.10. Maintain relationships with media, vendors and publishers to ensure collaboration in promotional activities11. Update database of members and other stake holders from time to time.12. Provide MIS to management from time to time13. Any other work assigned by the reporting manager from time to time



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<p>Preferred Knowledge and Skill Requirement</p>	<ol style="list-style-type: none"> 1. Proven experience in event management or in similar role 2. Proficiency in Microsoft Office applications including Word, Excel, Outlook, Power point 3. Excellent written & verbal communication skills, Interpersonal skill 4. Strong organizational skill, multi-tasking and time-management abilities 5. Familiarity with social media and web analytics (e.g. Web Trends) 6. Basic knowledge in graphics arts software (Adobe, Word press) and HTML for website applications will be helpful 7. Problem management skills 8. Negotiation skill
<p>Term</p>	<p>Appointment is on a full-time basis</p>
<p>Selection Procedure</p>	<p>The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;</p> <ul style="list-style-type: none"> • Written test • Personal interview <p>Candidates who clear the written test, will be called for personal interview</p> <p>Selection will be based on the performance in the written test and personal interview.</p>
<p>How to apply</p>	<p>Kindly apply through online using the link given below;</p> <p>http://www.actuariesindia.org/Frm_JobRegistration.aspx</p> <p>Last date of submission of application is 15th December 2020</p>