



Institute of Actuaries of India

4th December 2020

Appointment of post of Assistant Manager - HR and Administration

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 “Assistant Manager - HR and Administration”.

Name of the Post	Assistant Manager - HR and Administration
No. of Post	One
Age (as on 1st December 2020)	Minimum Age - not less than 25 years Maximum Age - not more than 45 years
Qualifications	Candidate should have Degree in human resources, business Administration, or a related field with first division from recognized university
Experience	A minimum total experience of 5 years in HR and Administration role
Emoluments and Benefits	Negotiable. Please indicate last salary drawn and expected
What is Expected?	All matters relating to HR and Administration including the following; <ol style="list-style-type: none">1. Organize and maintain personnel records2. Prepare HR documents, like employment contracts and new hire guides3. Update internal databases (e.g. record sick or maternity leave)4. Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)5. Matter related to training and development of staff6. Update office policies as needed7. Organize a filing system for important and confidential company documents8. Maintain a company calendar and schedule appointments9. Distribute and store correspondence (e.g. letters, emails and packages)10. Manage office supplies stock and place orders11. Arrange travel accommodations and process expense forms12. Matter related to Vendor management, AMC etc13. Liaise with members and external partners14. Prepare reports and presentations with statistical data, as assigned

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Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none">1. Strong HR and Administration skills2. Experience with office management software like MS Office, particularly MS Word, MS Excel and MS Power point3. Strong computer skills and experience with HR software4. Strong written and verbal communication skills5. Strong Organization skills with a problem-solving attitude
Term	Appointment is on a full-time basis
Selection Procedure	<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>
How to apply	<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 31st December 2020</p>