



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

7th September , 2021

Appointment of Executive Assistant to President

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 Assistant to President”.

Name of the Post	Executive Assistant to President
No. of Post	One
Age (as on 31st August 2021)	Minimum Age - not less than 25 years Maximum Age - not more than 40 years
Qualifications	Any Graduate. Company Secretary may be preferred.
Experience	Candidate should have at least 3 years of experience as Executive Assistant preferably in non-profit/education institute.
Emoluments and Benefits	Negotiable. Please indicate emoluments last drawn and expected.
What is expected?	<ol style="list-style-type: none">1. Completes projects and assignments assigned by the president2. Serves as the face of the president’s office, greeting clients and others entering the office3. Compiles letters, notes, memos, documents and other items for the president4. Makes travel arrangements and develops itineraries5. Manages the president’s schedule, making appointments and meetings6. Acts as a liaison between executives and the president7. Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential;8. Provides a bridge for smooth communication between the President’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.9. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail10. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors



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	<p>11. Demonstrated proactive approaches to problem-solving with strong decision-making capability</p> <p>12. Highly resourceful team-player, with the ability to also be extremely effective independently. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response</p>
Preferred Knowledge and Skill Requirement	<ol style="list-style-type: none"> 1. Solid knowledge of office procedures 2. Excellent communication and interpersonal skills (Written Verbal) 3. Drive to improve a company and ensure its success 4. Professional appearance 5. Proficiency in Microsoft Office applications including Word, Excel, Outlook, Power point
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 20th Dec 2021</p>