



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, 'F' Wing, Tower 2, Seawoods Grand Central, Plot No. R-1,
Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai 400 706
☎ + 91 22 39686060 📠 + 91 22 39686060

Position: Executive- Education & Training

I. Location: Navi Mumbai

II. Company Name & Address:

Institute of Actuaries of India, Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

Website: www.actuariesindia.org

III. About the Institute:

- i) An Educational Institution established under the Actuaries Act, 2006 by the Parliament; details available in the website.
- ii) Membership strength growing on year-on-year basis, currently about 12,000 (twelve thousand) members.
- iii) Member Services are paramount in nature and heavily dependent upon robust and up-to-date Information Technology.

IV. Requirements

i) Qualification: Any degree with 60% aggregate marks;

ii) Compulsory Skills

- a) Proficiency in all MS Office applications, particularly MS Excel
- b) Excellent Communication skills, both verbal and written

iii) Desirables: Participation/ leadership in extracurricular and/or co-curricular activities during their education, participation/ performance in sports and games

V. Job Description:

- a) Assist for implementation of Educational programs of IAI;
- b) Assist for conducting skill development training and other class room sessions
- c) Single Point of Contact (SPC) for responding to various queries by members of the profession
- d) Any other work assigned by the reporting officer in time to time

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- **Area:** Actuarial Education & Skill development
- **Nature of job:** Permanent
- **Process of selection:** Interview.
- **Reporting:** Position will report to Head- Education & Training
- **Contact Person:** Vinod Kumar Kuttierath, HOET@actuariesindia.org

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