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”.

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<tr>
<th>Name of the Post</th>
<th>Executive Assistant to President</th>
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<tbody>
<tr>
<td>No. of Post</td>
<td>One</td>
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| 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? | 1. Completes projects and assignments assigned by the president  
2. Serves as the face of the president’s office, greeting clients and others entering the office  
3. Compiles letters, notes, memos, documents and other items for the president  
4. Makes travel arrangements and develops itineraries  
5. Manages the president’s schedule, making appointments and meetings  
6. Acts as a liaison between executives and the president  
7. 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 detail  
10. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors |
11. Demonstrated proactive approaches to problem-solving with strong decision-making capability
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

| Preferred Knowledge and Skill Requirement | 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 |
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<td>Term</td>
<td>Appointment is on a full-time basis</td>
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| Selection Procedure         | The candidate will be shortlisted based on knowledge, skill and other criteria. The selection procedure of shortlisted candidate shall be;  
- Written test  
- Personal interview  
Candidates who clear the written test, will be called for personal interview  
Selection will be based on the performance in the written test and personal interview. |
| How to apply                | Kindly apply through online using the link given below;  
[http://www.actuariesindia.org/Frm_JobRegistration.aspx](http://www.actuariesindia.org/Frm_JobRegistration.aspx)  
Last date of submission of application is 7th Oct 2021 |