



# 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

12<sup>th</sup> 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”.

<b>Name of the Post</b>	<b>Executive- Marketing</b>
<b>No. of Post</b>	One
<b>Age (as on 12<sup>th</sup> March 2021)</b>	Minimum Age - not less than 25 years Maximum Age - not more than 35 years
<b>Qualifications</b>	Graduate from recognised university (Preferably first division)
<b>Experience</b>	Candidate should have at least 3 years relevant work experience
<b>Emoluments and Benefits</b>	Negotiable. Please indicate emoluments last drawn and expected.
<b>What is expected?</b>	<ol style="list-style-type: none"><li>1. Assist in creating event budgets and stick with them; deliver events on time and within budget</li><li>2. Assist in conducting seminars, webinar &amp; Conferences</li><li>3. Co-ordination with advisory groups and other stake holders for timely and effective execution of events and conference.</li><li>4. Ensure issues that arise in the course of an event are quickly resolved without disturbing the event.</li><li>5. Single Point of Contact (SPC) for responding to various queries by members/other stake holder on various event related activities</li><li>6. Ensure that members or event attendees are totally satisfied</li><li>7. Communicate, maintain, and develop relationships with members &amp; other stakeholders</li><li>8. Uploading details about the event in social media</li><li>9. Travel on site to inspect ongoing arrangements, preparations, and changes needed to meet the needs of the event.</li><li>10. Maintain relationships with media, vendors and publishers to ensure collaboration in promotional activities</li><li>11. Update database of members and other stake holders from time to time.</li><li>12. Provide MIS to management from time to time</li><li>13. Any other work assigned by the reporting manager from time to time</li></ol>



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<p><b>Preferred Knowledge and Skill Requirement</b></p>	<ol style="list-style-type: none"> <li>1. Proven experience in event management or in similar role</li> <li>2. Proficiency in Microsoft Office applications including Word, Excel, Outlook, Power point</li> <li>3. Excellent written &amp; verbal communication skills, Interpersonal skill</li> <li>4. Strong organizational skill, multi-tasking and time-management abilities</li> <li>5. Familiarity with social media and web analytics (e.g. Web Trends)</li> <li>6. Basic knowledge in graphics arts software (Adobe, Word press) and HTML for website applications will be helpful</li> <li>7. Problem management skills</li> <li>8. Negotiation skill</li> </ol>
<p><b>Term</b></p>	<p>Appointment is on a full-time basis</p>
<p><b>Selection Procedure</b></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"> <li>• Written test</li> <li>• Personal interview</li> </ul> <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><b>How to apply</b></p>	<p>Kindly apply through online using the link given below;</p> <p><a href="http://www.actuariesindia.org/Frm_JobRegistration.aspx">http://www.actuariesindia.org/Frm_JobRegistration.aspx</a></p> <p>Last date of submission of application is 30<sup>th</sup> September 2021</p>