



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

Appointment of post of Assistant Manager - HR and Admin

Institute of Actuaries of India (IAI) is a statutory body established under The Actuaries Act 2006 (35 of 2006) for development and Regulation of profession of Actuaries in India hereby invites applications for the post of “Assistant Manager - HR and Administration” on full time basis.

Name of the Post	Assistant Manager - HR and Admin
No. of Post	One
Position at	IAI office located in Navi Mumbai
Age	The age should be not more than 35 years on the date of application
Qualifications	Candidate should have Degree in human resources, business Administration, or a related field
Skills	<ol style="list-style-type: none">i. Strong HR and Admin skillsii. Experience with office management software like MS Office, particularly MS Word, MS Excel and MS Power pointiii. Strong computer skills and experience with HR softwareiv. Strong written and verbal communication skillsv. Strong Organization skills with a problem-solving attitude
Experience	A minimum total experience of 5 years in HR and Admin role
Emoluments and Benefits	Negotiable. Please indicate last salary drawn and expected
Roles and responsibilities	All matters relating to HR and Admin including the following; <ol style="list-style-type: none">i. Organize and maintain personnel recordsii. Prepare HR documents, like employment contracts and new hire guidesiii. Update internal databases (e.g. record sick or maternity leave)iv. Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)v. Matter related to training and development of staffvi. Update office policies as neededvii. Organize a filing system for important and confidential company documentsviii. Maintain a company calendar and schedule appointmentsix. Distribute and store correspondence (e.g. letters, emails and packages)x. Manage office supplies stock and place ordersxi. Arrange travel accommodations and process expense formsxii. Matter related to Vendor management, AMC etcxiii. Liaise with members and external partnersxiv. Prepare reports and presentations with statistical data, as assigned

Visit us at: www.actuariesindia.org



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Selection Procedure	The selection procedure shall be by way of written test and personal interview
How to apply	The candidates need to send application along with detailed Bio- data and requisite certificates/documents by email to Ms. Nilima Kadam, Assistant Manager, IAI at ea@actuariesindia.org under copy to hod@actuariesindia.org
Last date of Application	20 May 2020