



# 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

**Date – 14<sup>th</sup> Jan 2025**

## **SENIOR EXECUTIVE – ADMINISTRATION**

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006.

The Institute of Actuaries of India welcomes applications from working professionals characterized by unimpeachable integrity, a steadfast commitment to purpose, and a proven track record of result-oriented service delivery within the Administration Department.

### **Job Purpose:**

Senior Executive of Office Administration will support the efficient functioning of our office operations. This role involves overseeing day-to-day administrative tasks, managing office supplies, coordinating schedules, and ensuring that all office processes run smoothly. The ideal candidate will possess strong organizational, multitasking, and problem-solving skills to maintain a productive and well-functioning office environment.

### **Key Responsibilities:**

#### **1. Office Operations Management:**

- Oversee and ensure the smooth day-to-day functioning of the office, including facilities management, office supplies, and equipment maintenance.
- Coordinate with service providers for office-related requirements (cleaning, security, repairs, etc.).
- Manage office space planning and organization, ensuring optimal use of the office environment.

#### **2. Administrative Support:**

- Provide administrative support to senior management and other departments as required.
- Organize meetings, appointments, and travel arrangements for management and staff.
- Assist in preparing reports, presentations, and internal communications.



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## 3. Office Supplies & Inventory Management:

- Maintain an inventory of office supplies and ensure timely procurement.
- Track office equipment, furniture, and supplies, and place orders as necessary to avoid shortages.

## 4. Coordination & Communication:

- Act as a liaison between different departments and external vendors for office-related matters.
- Handle incoming calls, emails, and correspondence, ensuring all queries are addressed promptly.
- Ensure internal communication is clear, efficient, and consistent.

## 5. Event and Meeting Coordination:

- Coordinate internal meetings, conferences, and company events.
- Arrange logistics, catering, and any other necessary resources for events.

## 6. Health & Safety Compliance:

- Ensure that office health and safety standards are met.
- Maintain records and ensure compliance with safety protocols and regulations.

## 7. Team Coordination:

- Assist in coordinating the office staff, including providing support for day-to-day tasks.
- Assist with onboarding new employees, including office orientation and setup.

## 8. Budget & Expense Management:

- Assist in managing the office budget, ensuring cost-effective operations.
- Handle petty cash and office-related financial tasks as needed.

## 9. Records Management:

- Maintain and organize physical and digital files, documents, and records for easy access and retrieval.
- Ensure compliance with data protection policies and confidentiality standards.



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## Qualifications, Experience & Skills:

**Education:** Bachelor's degree in Business Administration, Office Management, or a related field.

### Experience:

- Minimum 3-5 years of experience in office administration or a similar role.
- Proven track record of managing office operations, facilities, and administrative tasks.
- Familiarity with office management systems and software.
- Knowledge of office safety regulations and compliance requirements.

### Skills and Competencies:

- Strong organizational, multitasking, and time-management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and office management software.
- Ability to work independently and manage multiple tasks effectively.
- Strong problem-solving abilities and attention to detail.

### Working term:

- Appointment is on a full-time basis.

### Age requirements:

- 25 – 35 years

### How to apply:

Kindly apply by sending your CV at [vinita@actuariesindia.org](mailto:vinita@actuariesindia.org)