

Executive Assistant

Role Dimensions

Position Title	Executive Assistant Job Band – AM
Location	Mumbai A Wing, 1 st Floor, Industrial Assurance Building, Veer Nariman Road, Churchgate 400 020
Scope of work	<ol style="list-style-type: none"> 1. Act as an Executive's point of contact for employees, clients, and all external parties. Handling Executive Secretarial role for the Competent Authority, viz MD & CEO, LIC PFL. 2. Keeping all information confidential, screening visitors and or deciding if they should be allowed to meet the concerned KMPs and Executive, going through the incoming documents (memos, invoices) and redistributing them. 3. Answering calls and routing them to the right person. Making travel arrangements of KMPs and keeping track of their itineraries. Planning and scheduling meetings. Coordination of departments & presentation of PPTs of NPS Trust, PFRDA, IC & Board. 4. Handling executive calendar and setting up meetings. Acting as an office manager and keeping up with office inventory. Attending to emails and manage important email ID's. Noting down any meeting and preparing the minutes. Organizing and maintaining the organization's filing system. Any other assignment as required from time to time 5. Performing Book keeping tasks related to Office administration, handling memos, reports, invoices, and related documents, including sensitive information 6. Using technical tools and software such as the Microsoft Office Suite, especially Excel spreadsheets. Handle the information flow in a timely and accurate manner. 7. Outstanding writing and communication skills.
Tenure	Permanent
Position Reports to	MD & CEO, LIC PFL

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Internal touch-points	<input type="checkbox"/> Overseeing MD & CEO's Office administration & operational function.
External touch-points	<input type="checkbox"/> LIC's Group Companies (Associate and Subsidiary Organizations) <input type="checkbox"/> Clients, Visitors, and Vendors of LIC PFL.

Purpose or Scope of the Role

1. Provide high-level administrative support to C-Suite Executives in the interpretation and analysis of research documents data and presentations. Compile data to assist the Senior Management in making informed decisions. Prepare reports, presentations, and summaries as required.
2. Develop a broad knowledge and understanding of the Company's operations and objectives.
3. Maintain strict confidentiality of sensitive information and exercise discretion in all interactions and communications.
4. Prepare and reconcile expense reports. Maintain and manage the leader's calendar, including scheduling and coordinating appointments, meetings, and events. Prioritize and reschedule, ensuring the executive's time is used efficiently.
5. Prioritize own time and high-level executive's time, allowing them to focus on high-priority tasks by handling routine matters and managing interruptions.
6. Develop and maintain positive working relationships with internal and external stakeholders crucial to the organization's success and be comfortable in contributing to ad hoc projects as needed.
7. Assist the Senior Management in managing and coordinating special projects, initiatives, or events, working closely with any department / team member.
8. Coordinate International and domestic travel, including air travel, obtaining visas, Cab services and accommodations.
9. Up-to-date with relevant software and tools used in the organization, such as productivity apps, project management systems, and communication platforms.
10. Be prepared to handle daily unforeseen tasks and challenges and In addition, take up any other responsibility as directed by MD & CEO

Demographic Profile of Candidate

Dimension	MUST	Preferred
Age profile (years)	28-to-40	
Gender Preference	Equal opportunity;	
Language	Read, Write, Speak in English, Marathi and Hindi	
Qualification profile		

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	Mandatory	Preferred
Graduation	(*) Any Graduate	B. Com / BBA
Post-Graduation		MBA / Post Graduate in Law / Any suitable qualification in Investment Domain
Profile of prior experience (years)		
Overall	Min 6 years	
Relevant experience definition	(*) should have worked as Executive Assistant to MD & CEO of any reputed financial Institution. Preferably from AMC / Mutual Fund / Pension Fund / Any other Portfolio Management Companies. (*) should have preferably managed the General Administration tasks of Organization	
Relevant prior Role experiences profile (years)	Min 4 years	Preferred Qualification in Shorthand
Compensation payable	Annual fixed compensation is Rs 12.40 Lakhs. Along with Variable pay based on yearly appraisal which is applicable only after successful completion of probation period.	

Competency Profile of Candidate

Functional & Behavioural Competencies

- Minimum of 4+ years of experience as an Executive Assistant or in a similar role supporting top-level management.
- Proficiency in using productivity tools such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) mandatory and knowledge in operating Investment Software's preferred.
- Time management and meeting deadlines, and efficient in handling multiple tasks and priorities.
- Experience of working closely with Senior-level officials, internal and external stakeholders.
- Excellent writing skills and the ability to draft emails on behalf of the Senior Management and get the same approved.
- Discretion and the ability to handle Confidential information with integrity.
- Expertise in managing Executive calendars from multiple global time zones.
- Collaborative and interpersonal skills to work effectively with personnel having different profiles and roles.
- Have a positive attitude and the ability to remain calm under pressure