



Business Assistant

Tamil Nadu Infrastructure Fund Management Corporation Ltd. is a SEBI regulated AIF manager, set up by the Government of Tamil Nadu along with leading financial institutions. TNIFMC manages focussed Alternative Investments Funds in key sectors of the economy. These AIF's will provide risk capital to enterprises in the respective focus areas and will catalyse private sector investments for economic growth.

Ideal Qualifications and Experience

- Bachelor's degree in Business Administration or Commerce or Law or any other allied field/ CA (Inter)/ICWA (Inter) with minimum 5 years' experience.
- Prior work experience in general management/legal or Business Assistance
- Knowledge of MS Office with good written and verbal communication
- Knowledge of regulatory environment including SEBI, Company Law, RBI regulations would be an added advantage.

Roles & Responsibilities

- Researching and collating information to prepare documents for review and presentation by Senior Management
- Prepare reports, presentations, and proposals
- Managing internal and external correspondence on behalf of senior management
- Schedule meetings and appointments of Senior Management
- Management of records, documents, and reports.
- Other responsibilities as may be allocated from time to time.

To apply please submit your resumes at resume@tnifmc.com with the subject line of the email as "Application for the post of Business Assistant" with a covering note.

Tamil Nadu Infrastructure Fund Management Corporation Limited
R A Puram, Chennai-600 028.
www.tnifmc.com

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