



Executive Assistant

Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC) is a SEBI regulated Alternative Investments Funds (AIF) manager, set up by the Government of Tamil Nadu along with leading financial institutions. TNIFMC manages focussed AIFs in key sectors of the economy.

TNIFMC is looking to recruit an Executive Assistant for Chief Executive Officer who would also support senior management team.

Roles & Responsibilities

1. Coordinate executive communications, including calls, responding to emails, and interfacing with various stakeholders.
2. Schedule meetings and appointments, manage calendars, prepare MOMs
3. Tracking of weekly activities and plans of the organization
4. Manage travel itineraries for CEO, Board, IC members.
5. Coordination with the government department and serve as the point of contact with TNIFMC employees and other stakeholders.
6. Prepare internal and external corporate documents/presentations/ reports.
7. Proficiency in group collaboration and co-ordination with various teams on projects.
8. Preparations of Tamil translations of documents.
9. Coordinate corporate meetings, events and conferences in Chennai/Out stations.
10. Responsible for PR and Social media activities of the company.
11. Maintain an organized filing system of paper and electronic documents.
12. Uphold a strict level of confidentiality.
13. Any other tasks assigned from time to time.

Desired Profile

1. Graduate / Postgraduate with 8+ years of experience as an Executive Assistant reporting directly to senior management.
2. Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.
3. Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
4. Exceptional interpersonal skills
5. Friendly and professional demeanor
6. Strong written and verbal skills in Tamil and English



How to Apply

To apply please submit your resume at resume@tnifmc.com with the subject line of the email as "Application for the post of Executive Assistant" with a covering note mentioning your motivation and capabilities.