



BUSINESS 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 a Business Assistant for the Fund Operations. The position will be based out of Chennai.

Roles & Responsibilities

1. Assist with daily management of operational function of the Investment team.
2. Provide documentation support for sharing required information with various other stakeholders.
3. Assist in updating Fund's quarterly and annual performance details to various regulatory authorities.
4. Support the team in deal documentation and ensure compliance of CP/CS lists for each investment.
5. Assist in Deal Due Diligence process by preparing office notes for approval and payment.
6. Manage communication between other stakeholders and investment team for various business requirements.
7. Assist the investment team in new proposal and monitor existing portfolio projects.
8. Ensure MIS is received on a regular basis from portfolio companies and review/analyse the MIS for any early warning signals.
9. Collect data on relevant deals/transactions in the industry and share insights on regulatory and market updates.

Desired Profile

1. B. Com or a bachelor's degree in Business, Finance, Economics, Finance or Real estate.
2. Intermediate to advance skill in Excel, template building and Pivot tables.
3. Good knowledge of MS Office application.
4. Good organizational skills, with ability to prioritize, deal with frequent and unexpected changes, and deliver the requirements within the stipulated timeframe.
5. Candidates with 1-3 years of relevant work experience preferred.

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 Business Assistant-Fund Operations" with a covering note mentioning your motivation and capabilities.

Tamil Nadu Infrastructure Fund Management Corporation Limited

R A Puram, Chennai-600 028.

www.tnifmc.com

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