



Job Opening in FIFA

Organization: FIFA

Designation: Administrator

Purpose of Role:

To assist the Directors in various tasks to fulfill the mission of promoting and protecting the interest of Indian investors by rendering proper service to the ever-growing investor class by the IFA's

Role and Responsibilities

Membership

- Empanel & Renew membership
- Update records in Database
- Resolve Queries for accounting purpose
- Generate Invoice/Receipts

Co-ordination of Newsletter

- Co-ordinate with various stakeholders for Content
- Circulate Newsletter with Key Bodies/Stake Holders

Event Management

- Arrange Infrastructure, Equipment, Logistics, Venues and related requirements
- Prepare and send invite list

Others

- Maintain various Records
- Attend to directors/members queries, generate & update website logins for members
- Update website content & coordinating activities related to Board Meeting & AGM

Personal Specifications:

- a) Graduate in any discipline
- b) Excellent verbal, written, and interpersonal communication skills
- c) Work experience in a related field experience in Operations/Back-office/Secreterial is preferred (2-4 years)
- d) Good critical thinking and decision making skills
- e) Knowledge in Excel and Power point

Applications to be sent to response@fifaindia.com. Please put 'FIFA Administrator' in the subject line of the email