

# Assistant Manager Coordination

Job
Position Title: Assistant Manager Coordination
Reports To: Company Secretary
Department: Coordination
Position Grade: III
Direct Reports: Company Secretary
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none"><li>• Coordinate internal and external activities of Ignite for solicitation, evaluation, execution, and monitoring of various development and research programs under the supervision of the Company Secretary.</li><li>• Coordinate with the Admin department with regard to boarding/lodging of Directors/Committee Members in connection with the Company’s meetings.</li><li>• Support the Company Secretary in the convening of meetings of Committees/Board/Company, drafting and obtaining approval of agenda items, collating and distribution of working papers and presentations, preparation of draft minutes, and keep a track record of compliance of actionable items.</li><li>• Coordinate to support reporting requirements of the Ministry of Information Technology.</li><li>• Facilitate the development of periodic progress reports and subsequent submission to higher authorities.</li><li>• Preparation/filing of various statutory returns towards compliance of Companies Act and other Rules and Regulations.</li><li>• Maintain the statutory record/registers of the Company.</li><li>• To perform any other task as may be required by Company Secretary.</li></ul>

Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none"><li>• Should have at least Sixteen years of bachelor’s degree in Business Administration/ Law/ Commerce.</li><li>• Proficient in using modern office tools with good typing speed.</li><li>• Should have at least at least 3-5 years post-qualification work experience in a similar position.</li><li>• Should possess adequate experience in the coordination of projects.</li><li>• Experience &amp; knowledge of the business process and project management would be a plus.</li><li>• Should be a team player, with good communication and interpersonal skills.</li><li>• Should possess the capability to work under pressure and tight deadlines.</li></ul>

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