

APPLICATION FOR THE POST OF EXECUTIVE ASSISTANT (EA)

UL INSIGHT, a management consultancy jointly promoted by the Uralungal Labor Contract Cooperative Society (ULCCS) and Insight Advisory and Consulting India(opc) Pvt Ltd. (INSIGHT), invites application from interested candidates for the post of Executive Assistant in the Head Office of UL INSIGHT on Contractual basis as detailed below:

A. Name of the Post	:	Executive Assistant
B. Type of the Post	:	On Contract Basis
C. No. of Posts	:	1 (One)
D. Place of Posting	:	The Executive Assistant will be posted at Kochi.
E. Period of Contract	:	3 Years (probationary period of initial six months from the date of joining and extendable based on performance)
F. Scope of Work	:	The Executive Assistant shall:-

- Assist Organization by way of Data Analytics & MIS
- Possess excellent presentation / communication - verbal and written skills with analytical insights.
- Command over MS Office Suite including MS-Excel and MS PowerPoint
- Assisting CEO for strategies and decisions with reviews and updates
- 360-degree involvement in the working of the organization including Operations, Human Resources, Client dealings, Finance and Administration
- Strong analytical and problem-solving skills
- Sound understanding of technology, finance, and public policy aspects.
- Excellent Presentation skills
- Preparing & delivering project reports, presentations, and updates on various aspects for the organization
- Act as single point of contact from CEO's office for all strategic initiatives driven from Organization.
- Representing the organization in various presentations and meetings as part of the team whenever asked for.

G. Eligibility Criteria

a) Age limit (As on 1st January,2023)

The age of the candidate should not be more than 35 years old.

b) Educational Qualification

MBA/CA or PG Diploma in Management or M.A. (Economics) or similar stream from reputed national institutions. (Course completed through correspondence/part-time are not eligible)

c) Experience

Minimum 5 years post qualification experience

Desirable

Experience as Executive Assistant in any national/international reputed organization

d) Remuneration

Consolidated pay of Rs.50,000/- per month.

e) Selection Procedure

Selection would be by way of shortlisting of applications received and Personal Interview to be held at Kochi on a suitable date (to be informed in due course).

Candidates should send in their documents along with duly filled prescribed format by email with the subject titled as "Application for the Position of Executive Assistant" to the HR Cell at hr@ul-insight.com on or before 30th April,2023

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PLEASE AFFIX (DO NOT
STAPLE) YOUR RECENT
PASSPORT SIZE COLOUR
PHOTOGRAPH

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FILL ALL THE INFORMATION IN BLOCK LETTERS

1. NAME IN FULL

2. FATHER'S NAME

3. SPOUSE NAME AND JOB PROFILE WITH ORGANISATIONAL DETAILS (If married) (leave one box blank between two parts of the name)Shri

4. ADDRESS FOR CORRESPONDENCE(leave one box blank between two parts of the address)

STATE																			

5. CONTACT INFORMATION

E - MAIL ADDRESS	
MOBILE NUMBER	
ALTERNATE MOBILE NUMBER	

TELEPHONE NUMBER											
STD CODE											

6. **PERMANENT ADDRESS** (leave one box blank between two parts of the address)

STATE							PIN CODE							

7. **DATE OF BIRTH**

DD			MM			YYYY				
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8. **AGE (as on January 1st,2023)**

DAY(S)			MONTH(S)			YEARS			
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9. **NATIONALITY** _____

10. **INDICATE BY TICK MARK IN APPROPRIATE BOX.**

MALE	FEMALE
SINGLE	MARRIED

(I) GENDER(II) MARITAL STATUS

11. **Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

12. **EDUCATIONAL QUALIFICATIONS (including Certifications, if any)**

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division

Note: - Photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

13. PARTICULARS OF EXPERIENCE (starting from present)

Name / Address and TelephoneNo. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

Note: -Documentary evidence in support of requisite experience for the post applied must be enclosed.
No Objection Certificate from the present employer should also be provided before/at the time of interview

15. DECLARATION

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in UL INSIGHT, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forth with without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by UL INSIGHT. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

DATE: _____

(SIGNATURE OF THE CANDIDATE)

PLACE: _____

FULL NAME: _____
