

TACT India, India's leading Risk Consulting Firm with countrywide operations requires at Corporate Office Gurgaon

1. [Director / VP: Business Development.](#)
2. [Practice Head / GM: Due Diligence.](#)
3. [Practice Head / GM: Employment Screening.](#)
4. [Executive Assistant.](#)
5. [Manager Operations.](#)

Director/ VP Business Development

Responsibilities

This position is located at the Corporate Headquarters at Gurgaon under the general supervision of the CEO & MD. To develop and lead implementation of strategies which shape future business delivery and provide the best possible service and information to clients while ensuring continuous and target oriented growth of the business.

KPIs:

- Preparation of Business Development Plan.
- Execution of Business Development initiatives.
- Conduct of Meetings with prospective clients.
- Target based successful finalization of contracts.
- Relationship Management and Client Satisfaction.

KEY TASKS

- Develop a 3-year strategic plan for the Business development.
- Develop and manage annual business plans identifying key activities and priorities.
- Research and Develop Client Base for provision of services.
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- Build relationships and manage the delivery of a consultation process with clients in line with future strategies

- Ensure that business continuity and recovery requirements are met.
- Manage the National team for Business Development and Marketing and ensure successful achievement of laid down targets.

KEY SKILLS

- Relationship management and interpersonal skills
- Communication, influencing and negotiating skills
- Strategy development and Implementation
- Presentation skills
- Research and Report writing skills
- Problem solving and decision making
- Change Management
- Coaching & People management
- PC literate with PowerPoint, Excel and Word skills

KEY ATTRIBUTES

- Professional and positive approach
- Self motivated
- Strong in building relationships and able to communicate at all levels
- Team player, and able to work on own initiative.
- Dynamic and Creative

ESSENTIAL QUALIFICATIONS: MBA with relevant experience in Business Development and Marketing.

OTHER DUTIES: Specialist projects as agreed with the CEO to support the business requirements of the organization. In addition, the Director will be prepared to carry out any other reasonable duties requested by the CEO.

Practice Head / GM – Due Diligence

This position is located at the Corporate Headquarters at Gurgaon under the general supervision of the CEO & MD.

Responsibilities

To lead the Due Diligence vertical. Would be responsible for business growth and delivery. Would carry the revenue targets and the responsibility for Due Diligence team. This position will report into the CEO & MD.

Requirements.

- Min 15+ years of work experience with at least last 5-10 years in the relevant domain/vertical and at least 2 years of similar leadership role.
- Ability to work in challenging situations and good decision making skills.
- Required to travel onsite as and when required.
- Excellent Business communications, Presentation and writing skills.
- Team building skills.

KEY ATTRIBUTES

- Professional and positive approach
- Self motivated
- Strong in building relationships and able to communicate at all levels
- Team player, and able to work on own initiative.
- Dynamic and Creative

ESSENTIAL QUALIFICATIONS: MBA, B Com/ M Com with relevant experience.

OTHER DUTIES: Specialist projects as agreed with the CEO to support the business requirements of the organization. In addition, the individual will be prepared to carry out any other reasonable duties requested by the CEO.

Practice Head / GM– Employment Screening

This position is located at the Corporate Headquarters at Gurgaon under the general supervision of the CEO & MD.

Responsibilities

To lead the Employment Screening vertical. Would be responsible for business growth and delivery. Would carry the revenue targets and the responsibility for Employment Screening team. This position will report into the CEO & MD.

Requirements.

- Min 10+ years of work experience with at least last 5-7 years in the relevant domain/vertical and at least 2 years of similar leadership role.
- Ability to work in challenging situations and good decision making skills.
- Required to travel for client meetings and regional locations.
- Excellent Business communications, Presentation and writing skills.
- Team building skills.

KEY ATTRIBUTES

- Professional and positive approach
- Self motivated
- Strong in building relationships and able to communicate at all levels
- Team player, and able to work on own initiative.
- Dynamic and Creative

ESSENTIAL QUALIFICATIONS: MBA HR/Marketing with relevant experience.

OTHER DUTIES: Specialist projects as agreed with the CEO to support the business requirements of the organization. In addition, the individual will be prepared to carry out any other reasonable duties requested by the CEO.

Executive Assistant

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

MUST HAVE

- 5+ years experience supporting at the executive level
- Capable of undertaking critical research and producing papers based on international best practices.
- Capable of working with no supervision while co-ordinating interdepartmental operations, timelines, target fulfillments, furthering CEO's directives.
- Being part of the quality team.
- Corporate communications, client relationship management, critical backup to marketing initiatives, in terms of research, papers, presentations, other forms of communications.
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Excellent calendar management skills, including the coordination of complex executive meetings.
- Individual to possess substantial common sense, very quick on the uptake, with capability to think on ones feet.
- A career oriented person, who can be groomed for larger roles.

The Executive Assistant will:

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings.

- Communicate and handle incoming and outgoing electronic communications on behalf of the CEO & MD.
- Assist CEO & MD with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Assist in pipeline/forecast preparation and management
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations for CEO & MD as needed.

Manager Operations

The ideal candidate will be experienced in handling a wide range of investigations and operational tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the challenges of diverse assignments.

The ability to interact with subordinates in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Good written and verbal communication skills, strong decision making ability and attention to detail are equally important.

MUST HAVE

- 5+ years experience.
- MBA/ M Com/ B Com..
- Good written and verbal communication skills
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
- Quick decision making ability to react to dynamic situations.
- NCC Graduates with 'C' Certificate preferred.

The Manager Operations will:

- Be responsible for conduct of investigative assignments with ability to lead a team.

- Be able to independently manage a Station and carry out operations.
- Conduct daily operations and report to COO. He should have Strong Common Sense and Problem Solving skills.
- Be required to travel all across the country depending upon the assignment.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative operational style.