

# RENEW, RECHARGE BUT NEVER RETIRE

50 gigs that combine enjoyment and  
regular income for life



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## Administration Specialist

The demand for administration specialists is steadily increasing. As businesses and entrepreneurs seek to streamline their operations, they often require experienced individuals to manage administrative tasks efficiently.

This demand is further fuelled by the rise of remote work, making it easier for retirees to contribute their skills from home. From managing schedules to organising data, the tasks an administration specialist undertakes are indispensable to modern businesses.



### The Perks

First and foremost, a gig as an administration specialist provides the flexibility to work from home, allowing for a better work-life balance and eliminating daily commutes. This gig keeps retirees mentally engaged, contributing to a fulfilling retirement.

Additionally, it offers a steady stream of income while allowing you to choose the number of hours you work each week. The administrative tasks you undertake are essential for businesses both big and small, making your expertise highly valued.



### What You Need and How Much Will It Cost?\*

To establish yourself as a home-based administration specialist, you will need essential tools: a reliable computer (₹50,000 to ₹1,00,000) a stable Internet connection (₹1,500 to ₹2,000 per month), and office software (₹4,000 to ₹6,000 per year for Microsoft 365).

Creating a dedicated workspace within your home is vital for productivity, ranging from ₹5,000 to ₹15,000. Additional expenses like a printer, scanner, office supplies, and ergonomic furniture can add to the initial investment. In total, setting up as a home-based administration specialist may cost between ₹30,000 and ₹60,000.



### Expected Earnings

Earnings as a post-retirement administration specialist can vary depending on factors like your experience, the type of tasks you take on, and the clients you work with. On average, you can expect to earn between ₹20,000 to ₹50,000 per month. However, some experienced specialists have reported earning significantly more by taking on higher-level administrative tasks or managing multiple clients.



### What Is Required?

To excel in this role, certain skills are essential. Strong organisational abilities are crucial, as you will be responsible for maintaining order in various aspects of the business. Effective communication skills are also vital, as you may need to interact with clients, employees, or contractors.

Proficiency in basic software applications such as Microsoft Office or Google Workspace is a must. Lastly, adaptability and problem-solving skills will help you navigate various challenges that may arise.



### The Final Word

A retirement gig as an administration specialist not only offers a chance to remain productive and engaged but also provides a steady stream of income. Imagine enjoying a cup of tea while organising schedules or balancing spreadsheets, all from the comfort of your home!

So, why not embrace this gig in the retirement years where your wisdom and experience are valued just as much as your skills?

## Foreword



**Ajit Menon, CEO,  
PGIM India Mutual Fund**

In an era marked by increasing life expectancy, financial security during retirement becomes paramount. Relying solely on pension and investments may not suffice to maintain the desired quality of life.

The simplest way to generate a source of income during your later life is to utilise your skills, experience and contacts in the field where you have spent most of your working career. Alternatively, you can work on building a passion/skill which you already pursue as a hobby and monetise it.

Research shows that retirement may lead to a decrease in mental stimulation which can impact your cognitive health. Learning new skills not only counteracts this decline but also provides a sense of accomplishment and purpose.

PGIM India Mutual Fund's Retirement Readiness Survey 2023 reveals that Indians are seeking various ways to add to their income by monetising their passion and acquiring new skills to fuel their aspirations post-retirement.

Keeping this in mind, PGIM India Mutual Fund has compiled a ready reckoner of a compendium of 50 gigs which you can explore and pursue to become financially independent in your later life.