

Position: – Project Executive

Summary:

Indian Institute of Management Bangalore is looking for bright, young Graduates/Post Graduates for its various functional areas.

Major Duties and Responsibilities:

- Plan and arrange for effectively discharging the activities of the functional area.
- Develop and implementation of MIS for the activities.
- Interact with Students, Faculty and Team Members for achieving the desired objectives of the Department.
- Interact with external agencies whenever required.

Key Skills / Abilities/Knowledge required:

- Strong Analytical, Planning and Forecasting skills should be detail oriented.
- Should possess excellent interpersonal skills and have a solution orientation mindset.
- Should be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow up and customer service orientation with internal clients.
- Ability to identify and collaborate with internal stakeholders and should have ability to work effectively with members of the staff and faculty.
- Proficiency in MS Office software, e-mail, electronic scheduling, databases and internet and ERP.
- Strong interpersonal communication skills - oral and written.
- Ability to effectively communicate across levels of managers and executives in a professional as well as appropriate manner.
- Maintaining organized and accurate written and electronic records of all relevant work in the department and the results thereof.
- Ability to prioritize work opportunities in the department, effectively manages.
- Periodic travel may be required.

Educational qualification and Experience:

- Candidate should be a First Class Graduate (full-time three year course of a reputed university),
- Well versed in MS- Excel and MS- Word.
- Should be fluent in English, Hindi and Kannada.
- Experience in working on ERP environment.
- Preferably an MBA / Post Graduate.
- **Experience:** Should have minimum 2-3 years' experience in handling the assignment listed under major duties & responsibilities above.
- **Age Limit** – Candidates should be below 30 years of age.

This position is offered on contract and renewable subsequently. Remuneration will be based on Institute norms and the applicant's qualification and experience. Only shortlisted candidates will be intimated. Position is transferable from one Faculty area to other.

APPLICATION PROCEDURE

Please register online and apply through the below mentioned link.

<http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for receipt of applications is 17 January 2014.