

Position: Secretarial Assistant –Faculty Office

Summary:

Indian Institute of Management Bangalore is looking for bright, young Graduates for entry level positions for its Office & Secretarial Practice of the Faculty.

Major Duties and Responsibilities:

- Provide Secretarial Support to the Faculty members
- Maintain Faculty's engagement Dairy & help in scheduling of their engagement both in Campus & Out station.
- Plan and organize course material for regular classes, MDPs and conferences.
- Help the Faculty in their Travel Program, Submission of Bills.
- Ensure Effective Communication with Students and Faculty members in the Functional area.
- Upkeep of the Office room, ensure that infrastructure like Telephone / Personal Computer etc. is in good condition.
- Receiving of visitors in person (or) interact over telephone answer ,enquiries in the subject area of the Faculty
- Help in Data maintenance on the activation of the Specialization area.
Maintain Confidentiality.
- Any other work/assignment given by the Faculty.

Educational qualification and Experience:

- Candidate should be a First Class Graduate (full-time three year course of a reputed university),
- Candidate with Diploma in Office Management & Secretarial Practice will be given preference
- Well versed in MS- Excel and MS- Word.
- Should be fluent in English, Hindi and Kannada.
- **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://iimbersrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for receipt of applications is 17 January 2014.