



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager - Security

Indian Institute of Management Ahmedabad (IIMA) needs a self-motivated and dynamic **Assistant Manager - Security** to carry out various job functions.

Brief Job Description (though not exhaustive):

- Ensure safe/secure campus and surrounding areas.
- Managing and controlling the authorized entry and exit of persons, vehicles and goods/materials.
- Reporting of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Liaison with Government Officials and external agencies.
- Ensure smooth functioning of Institute Events conducted by students as well as VIP Movements.
- Implementation of Identity Passes/Gate Passes/ to allow only authorized man/material in the institute during events and VIP movements.
- Planning and implementing investigation and search procedures at entry/exit to prevent theft of material.
- Installation and Supervision of Fire Fighting Equipment and procedures along with training to staff.
- Scrutiny and verifications of Invoices through SAP (ERP System).
- To handle the security personnel of the Institute, supervise their work and submit a monthly report to Manager - Security.
- Regulate movement of vehicular traffic/parking control within the campus and in front of the gates.
- Liaison with the local police and lodging FIR on behalf of IIM, Ahmedabad
- Helping students of foreign nationals in FRRO Registration.

Qualification & Experience:

- The candidate should be graduate in any discipline with minimum second class from any recognized university.
- The candidate should have minimum ten (10) years of relevant experience.
- The candidate should be proficient in MS-Office and preference will be given to the candidate having hands on experience with SAP.

Key skills requirement:

- Should be fluent in Hindi and Gujarati Languages and intermediate knowledge of English language is must.
- Untiring attitude, dedication, and ability to work for long hours.
- Assume a fast-paced approach to the responsibilities.
- Should be able to handle a multitude of tasks.
- Good verbal and written communication skills.
- Interpersonal skills and the ability to work well with people at all levels.
- Attention to detail and a well-organized approach to work.
- Integrity and discretion when handling confidential information.
- Good coordination with all departments.

Reporting to: The selected person will report to the Manager – Security.

Age: Maximum 40 years as on last date of Application. Institute provide age relaxation as per GOI rules.

Salary & Allowances: Selected candidate will be offered a fixed term appointment for a period of three years on a consolidated monthly salary on CTC mode, which may be extended for further period as required. **Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience.**

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **July 28, 2021**.

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