



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*Requires*

**Secretary - Centre for Transportation & Logistics**

**Job Description:**

The responsibilities include the following but wouldn't be limited to:

- Maintain faculty and administrative heads agenda and assist in planning appointments, board meetings, conferences etc.
- Help schedule meetings, classes and events; update in Google calendar, send calendar invites to all appropriate parties on time.
- Attend meetings and keep minutes, prepare notes under the guidance of faculty members
- Receive and screen phone calls and redirect the messages and convey the same to faculty when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for faculties, administrative staff and all delegates as applicable,
- Schedule appointments with delegates and all external stakeholders followed by regular follow-ups
- Handle confidential documents ensuring they remain secure
- Coordinate with departments like HR, Finance, IT, Facilities, House Keeping, Communication etc. to ensure right support is provided to the faculty and administrative staff as appropriate.
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Work with faculty and administrative staff to submit their travel and expenses on time. Keep track of all receipts and payments with accounts office
- Handle incoming and outgoing mails / couriers
- Receive material ordered to stores etc.
- Maintain the list of contact persons and, various project codes
- Keep track on activities status on day-to-day basis
- File papers in respective files
- Conduct research and prepare presentations or reports as assigned

**Qualifications:**

- Candidate should be a Graduate in any discipline from a recognized University/ Institution with minimum two years of experience. Proven experience as executive secretary or similar administrative would be a huge plus.
- Outstanding communication skills (reading, speaking and writing) and negotiation abilities
- Proficient in MS Office and other ERPs
- Excellent organizational and time-management skills
- Excellent positive aptitude

**Last Date to Apply:** April 04, 2022

**Job Location:** Ahmedabad

**Age:** Maximum 35 years

This position will be on **Third Party Payroll**.

To apply, please send your updated CV to [career@iima.ac.in](mailto:career@iima.ac.in) with the subject line "**Application for Secretary-CTL** " by **April 04, 2022**.