



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Clerical Assistant (Placement Office)

Indian Institute of Management Ahmedabad (IIMA) is one of the premier educational institutes of the world providing Post Graduate Programmes in Management. IIMA is in need of energetic, young and enthusiastic Clerical Assistant who can provide assistance to the Placement Office in the day to day administrative work.

Job Description:

- Accounting work of placement office like raising of Placement Fee Invoices, PO follow-up, payment follow-up, resolving fee queries, if any etc. throughout the year, preparation of Placement Budget, Capital item purchase, Co-ordination with Accounts for settlement of various bills, reimbursement etc. throughout the year, Internal Audit process for Placement Invoices.
- Booking related work throughout the year for arranging Audio Visuals facilities for interviews, Video Conferences, Seminars/Presentation, Cab, Air/Rail ticket booking, Hotel booking etc.
- Co-ordinating with various departments and vendors during summer and final placements.
- Facilities/maintenance related work/coordination for placement office and student's placement rooms (PGP, FABM and PGPX).
- Furniture/Equipment inventory for Insurance.

Qualification, Experience & Skill Requirements:

- The candidate should be a B.Com/M.Com (full time) with IT background with first from any recognized university
- The candidate should have **minimum three years** of relevant experience.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the department's requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer-related tasks is essential.
- The candidate should have information gathering skills, understanding of basic office administrative processes, technology literacy, particularly internet and social media is necessary.

- The candidate should have excellent common sense, communication skill and positive aptitude.

Age: Max. 30 years as on the last date of application. Government of India instructions on reservation will be followed.

Salary & Allowances:

- Selected candidate will be offered a fixed term appointment initially for a period of two years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE** latest by **August 15, 2019**.

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