



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Executive Assistant – Facility Office

IIMA desires to appoint a dynamic Executive Assistant for the Facility Office. The Executive Assistant in Facility Office has a critical role in managing the suite of administrative duties associated with facilities services to the various stakeholders of the education programs. The role would involve assisting the Facilities Officer for developing and implementing systems and procedures for smooth operations of facility management.

Job Description:

- Interacting with Participants / Students and understanding their requirements.
- Communication with proper language & confidence and responding to emails of students, department heads as well as faculty members.
- Coordinating with Service Providers for smooth functioning of facilities viz KLMDL / IMDC / DORMS / VSA & Classrooms.
- Coordination with Project Office for Repairs & Maintenance of rooms, classrooms and syndicate rooms.
- Ensure budgetary control and monitor all types of purchases.
- Inventory planning for rooms, classrooms, IMDC Dining. Ensure regular and timely availability of material to meet project requirements.
- Knowledge of preparing Budget.
- Allocation Report
- Supervising the bookings as well as checking the receipts / invoices on a day to day basis. To work closely with Service Providers Team be it reception, housekeeping or dining staff.
- Prepare tender documents with proper terms and conditions for procurement of items. Undertake procurement of all types of goods and services as per Institute's purchases procedure and norms.
- Ensure the systematic process of material movement- issue / receipts with appropriate accounting and documentation.
- Manage scrap, non-moving material, and disposal, for defective and old material.
- Undertake periodical physical stock taking of inventory.
- Would require a lot of running around and coordination with various departments of the institute in New as well as Main campus to meet the deadlines.
- Should be flexible for office hours with goal of task completion.

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class from any recognized university and should have minimum seven years of relevant experience in facility management OR the candidate should be a post graduate (full time) with second class from any recognized university and should have minimum five years of relevant experience in facility management.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- A post graduate management degree would be preferred.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the 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 and technology literacy is necessary.
- Proactive attitude with a drive to achieve the results efficiently

Age: Maximum 40 years as on the last date of application.

Salary & Allowances:

Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found very well and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **February 21, 2018**.

[Click here to Apply](#)