



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Secretary to Faculty

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 persons who can provide assistance to the Faculty members as Secretary in their day to day administrative/teaching work.

The Job: To provide Secretarial/Clerical assistance to Faculty members of the Institute in their day-to-day Administrative/Teaching/Project work and provide interface with different facility providers of the Institute.

Job Descriptions:

Assistance to Faculty members

- To prepare notes under the guidance of faculty members
- To take dictation or note from faculty members
- To schedule meetings, classes and events; update in Google calendar.
- To make travel arrangements
- To receive phone calls and messages and convey the same to faculty
- To coordinate with departments
- To schedule and confirm appointments for students and clients
- To submit & follow-up of Faculty Development Allowance bill and Travelling Allowance bill.
- To arrange to collect stationary, visiting cards and other electronic equipment
- To maintain the list of contact persons and, various project codes
- To fix-up appointment with officials followed by regular follow-ups
- To handle incoming and outgoing mails / couriers
- To keep track of all receipts and payments with accounts office
- To receive material ordered to stores etc.
- To arrange material properly in appropriate racks
- To maintain respective registers
- To keep track on activities status on day to day basis
- To file papers in respective files

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class from any recognized university and should have minimum five years of relevant experience OR the candidate should be a post graduate (full time) with first class from any recognized university and should have minimum three years of relevant experience.
- A post graduate management degree from a recognised university would be preferred.
- 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 programme 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, high level of technology literacy, particularly internet and social media is necessary.
- The candidate should have excellent common sense, communication skill and positive aptitude.
- Preference may be given to the candidates having Certificate/ Diploma in Short hand/ Stenography in English, typing in English, Office Administration,

Communication, Computer Applications etc.

- The candidate having practical experience mainly related to secretarial assistance may be preferred. In case of suitable and deserving candidates having considerably good relevant experience, educational qualification criteria may be relaxed provided all other qualities like communication skill etc. are also good.

Age: Maximum 30 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.

TERMS & CONDITIONS:

- Outstation candidates called for interview for the above position will be reimbursed single to and fro Sleeper Class (Non-AC) rail fare by shortest route from their place of stay to Ahmedabad and back, on production of original tickets/copy of e-tickets.
- Candidates working in Govt./Semi-Govt./Public Sector Undertakings must produce an NOC from his/her employer, at the time of test/interview, if short-listed for the test/interview.
- Incomplete applications, applications not conforming to the eligibility requirements without relevant documents (as applicable) will be summarily rejected. If the candidate does not fulfil any of the conditions given above, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
- The candidates are required to submit copies of all relevant educational certificates, birth certificate, mark sheets, experience certificates and last pay slip from the last organisation served.
- The vacancies are provisional and liable to be increased or decreased or may even be reduced to nil. IIMA is not liable to compensate the applicant for the consequential damages, if any.
- The candidates recruited on this position can be transferred to any department in the Institute.
- The candidates recruited may have to carry out data entry work, if required.
- Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the test/interview. IIMA will conduct written test (covering mainly General English, Numerical Ability, Reasoning Ability, General Knowledge etc.) and computer test (covering mainly computer awareness, MS-Office, internet, email etc.). IIMA also reserves right to shortlist the candidates by fixing revised eligibility criteria. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
- Decision of Management to call the candidates for selection shall be final. Any canvassing directly or indirectly by the applicant or through other sources, will disqualify his/her candidature.
- Those who have qualifications equivalent to any of the prescribed qualifications, should produce certificate from the concerned University certifying that the said Degree/ Diploma is equivalent to the particular Degree of the University at the time of test/interview, if shortlisted. Applications without the authoritative equivalency certificate as said above will not be considered.

Note:

1. Please note that first scrutiny of applications received on line is carried out on the basis of information provided by the candidate on line. So candidates are requested to fill up on line application carefully without fail.
2. The candidates who had applied earlier for this position, may also apply. There is no restriction on applying again.
3. Please note that wherever written test is compulsory, request from the candidates for Skype interview without appearing for the test may not be entertained.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **January 30, 2019**.

[**Click here to Apply**](#)