



Requires

## **Executive - Operations**

### **Misra Centre for Financial Markets and Economy**

The Misra Centre for Financial Markets and Economy (MCFME) at IIM Ahmedabad facilitates research on contemporary issues related to financial markets within the overall economic framework, and disseminates knowledge via seminars, conferences, media outreach, and more. The Centre produces and manages financial and economic databases, such as the Business Inflation Expectation Survey (BIES), IIMA-SFarmsIndia Agri Land Price Index (ISALPI), IIMA-AuraArt Indian Art (Price) Index (IAIAI), and others, which are widely used to provide insights into the financial markets and the Indian economic scenario.

The Misra Centre for Financial Markets and Economy seeks applications for an Executive - Operations to support the Centre's administrative activities, help with engagement with various stakeholders, and enhance the Centre's social media outreach. The Centre seeks a dynamic individual who can support these activities with responsibility and attention to detail.

#### **Job Description:**

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

- Support preparation and publication of Centre Reports, Articles, and other creative content.
- Updating and maintaining the Centre's website on a regular basis.
- Marketing the Centre's activities through various channels, including social media platforms (LinkedIn, Twitter, etc.).
- Managing logistics and administration related to events (e.g., coordinating travel and stay arrangements for presenters, processing travel receipts etc.)
- Managing Zoom handle for virtual events such as webinars, roundtables, and workshops.
- Populating and sending automated emails to research institutions, industry, and policy institutions.
- Understanding of basic approval processes within IIM Ahmedabad.
- 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.
- Writing minutes of meeting; maintain electronic and paper records ensuring information is organized and easily accessible.

**Qualifications:**

- Candidate should be a Graduate in any discipline from a recognized University/ Institution with minimum two years of experience.
- Applicants must be self-motivated with excellent communication skills (both written and oral) and should be able to work in a team environment.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Excellent organizational and time-management skills.
- Positive and proactive attitude
- Proven experience in prior administrative or project management role is highly desirable.

**Job Location:** IIM Ahmedabad (No Work from Home Option)

**Age:** Maximum 35 years

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

Interested candidates need to fill the google form. Link for google form:

<https://forms.gle/pobQhiAq2LRcBWoK7>

Last date of Application: **October 28, 2024.**