



RECRUITMENT OF STAFF ON CONTRACT
Notification No. C-23/2022-IIMK.HR

Indian Institute of Management, Kozhikode invites online applications for the following positions on contract basis.

Position: Admin. Associate

Qualification & Experience	<p>MBA with a minimum of 2 years /Graduate degree with minimum of 3 years work experience in corporate organisations in services, business development, customer relationship etc.</p> <p>NOTE:</p> <ol style="list-style-type: none">1. Candidate should be proficient in MS Office: Excel, Power Point, Word and Internet usage with excellent communication skills in English, organizational skills/ability to deal with all stakeholder's academia, vendors, industry, students and parents.2. Should possess skills, attributes and experience combining customer engagement, client counselling.3. Hands on experience in Social Media marketing, Web-designing, is highly desirable and would be an added advantage.
Job Profile	<ol style="list-style-type: none">1. The role entails responsibility of Supporting the manager in running the office of PGP-BL academic programme2. Promotion of the programme among aspiring students through traditional as well as digital media. Monitoring & coordinating the process. Admission related activities, daily monitoring of Admissions portal, creation of MIS and liaising with external vendors (Social Media Agencies, Designers, other related agencies etc). Developing a long term admission promotion policy with detailed calendar including various related events such as webinars, participation in virtual kiosks, pursuing other related activities.3. Launch of programme on the website, content updating on PGP-BL landing page of IIMK website & other related liaising with all backend service provider.4. General administrative activities of PGP-BL office including cross functional engagement with International Relations, Placements, Students Affairs, Computer Centre, Accounts, Programme office etc. to ensure the smooth conduct of the Programmes.5. Any other work as assigned by the competent authority.
Consolidated Monthly Remuneration	Rs.20,300/-(Including Telephone allowance Rs.300/-)
Maximum Age Limit	35 Years
Date & Time of Interview	To be announced

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 28-04-2022.**

