



RECRUITMENT OF ADMIN. ASSOCIATES ON CONTRACT

Notification No. C-45/2021-IIMK.HR

Applications are invited for the contractual position of Admin. Associates at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Post-Graduation with minimum two years of relevant experience in administrative and academic support areas. OR Graduation with minimum three years of relevant experience in administrative and academic support areas. (In addition, the candidates should be proficient in (i) MS-Office and Internet usage (ii) Good Communication skills in English(Both written and verbal) (iii) Basic knowledge in Information Technology
Job Profile	<ul style="list-style-type: none">• The role entails responsibility of managing the day-to-day academic activities of programme office includes class scheduling, conduct of offline and online exams, monitoring of students attendance etc.• Handle organizational and clerical support tasks.• Ability to work independently or as part of a team to meet objectives and deadlines• Document management and correspondences with other offices.• Responsible for confidential and time sensitive material.• Initiate noting/ writing letters and emails• Must be able to manage the office with minimal supervision.
Consolidated Monthly Remuneration	Rs. 20,300/- (including Rs.300/- towards telephone allowance)
Number of Positions	03 (Three)
Maximum Age Limit	35 years
Date & Time of Interview	To be announced

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 07-12-2021**.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.

