



RECRUITMENT OF STAFF ON CONTRACT
Notification No. C-48/2021-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 06-01-2022**.

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.
4. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details submitted in the application, Academic & professional profiles submitted, candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.
10. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

Last date for online application is 5:00 p.m. of 06-01-2022.

Dated: 16-12-2021



J. K. K.
16/12/2021
AAO (HR)