



Notification No. C-22/2021-IIMK.HR
RECRUITMENT OF BUSINESS EXECUTIVE-INTERNATIONAL
RELATIONS

Indian Institute of Management Kozhikode invites applications for the contractual position of Business Executive-International Relations.

No. of position	01 (One)
Maximum Age Limit	40 years (as on the date of notification)
Remuneration & Allowance	Rs. 56,000/- consolidated + Rs.300(towards telephone allowance)
Qualification	Post-Graduation/MBA in any discipline from a recognized University/ Institute with
Required Attributes	Excellent oral and written English communication skills. Proficiency in MS Office, Excel, Power point, Internet usage, data collection and analysis.
Experience	Five years relevant experience at a pay level of Rs 35000/- and above per month or 10 years' experience at a pay level of Rs 25,500/- and above per month. Relevant Experience: Means experience in a reputed government/corporate sector/educational institution dealing with high end clients. Details of experience may please be elaborated in the application for perusal and consideration while shortlisting.
Role & Responsibilities	The Business Executive must be expert in written and spoken communication, must be goal-driven and ability to lead a team. The job will involve multi-tasking, meeting deadlines, data collection and analysis, presentation, proof reading of documents and reports, working beyond office hours including holidays and working under pressure.
Date & Time of Interview	Will be notified later

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 06.08.2021**.
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.
4. The engagement to the above position will purely be on contract basis initially for a period of one year. Based on performance and requirement of the Institute the contract may be considered for further extension(s).
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Shortlisting would be based on the profile of the candidates submitted Please ensure complete details including details of relevant experience is given in the application. Time slots for interview will be communicated by e-mail to the shortlisted candidates.
6. Incomplete applications/Applications without adequate details as asked for are liable for rejection/ not being considered for shortlisting.



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 06.08.2021.

Dated: 30.06.2021

Consultant (Logistic Support & Administration)

