



RECRUITMENT OF ADMIN. ASSOCIATES ON CONTRACT

Notification No. C-33/2021-IIMK.HR

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

Essential Qualification & Experience	Post-Graduation/MBA with minimum two years of relevant experience in office administration. <u>OR</u> Graduation with minimum three years of relevant experience in office administration. In addition, the candidates should also have: (i) Excellent command over MS Excel or any other spreadsheet program and MS Word (ii) Good Communication skills in English (Both written and verbal) (iii) Knowledge in drafting and letter writing
Job Profile	a) Compilation, updation and management of alumni data of the Institute. b) Managing the day to day administrative operations of the office with minimal supervision. c) Document management and correspondences with Stake holders- internal and external. d) Responsible for confidential and time sensitive Material. e) Interacting with students and alumni. f) Scheduling and facilitating meetings. g) Preparation of minutes of the meetings. h) Any other duties as may be assigned from time to time.
Consolidated Monthly Remuneration	Rs. 20,300/- (including Rs.300/- towards telephone allowance)
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 23-09-2021**.
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 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 by the 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 23-09-2021.

Dated: 25-08-2021


Consultant (LS&A) &HR in Charge

