



Indian Institute of Information Technology

..an Institution of Excellence setup by MHRD - GoI through Public-Private-Partnership

Job Opening Date: 25.Nov.2016

Job Closing Date: 09.Dec.2016

Job Title : Executive Assistant to the Mentor Director (Part Time)

Job Description : Work in the Mentor Director's office and oversee coordination between the Office of the Mentor Director and IIIT Chittoor, Sri City. Provide secretarial and administrative support in well organized and timely manner to the Mentor Director.

Responsibilities

Ultimately responsible for the performance of each function below:

- Represents the office of the Mentor Director.
- Point of contact between the office of the Mentor Director and the University. Liaise with internal staff at all levels.
- Coordinate activities related to the office of the Mentor Director.
- Managing day to day internal & external communication.
- Prepare responses to correspondence containing routine inquiries.
- Maintain high level of confidentiality and exercise discretion.
- Setting up and managing both electronic and paper filing systems, as well as taking steps to maintain that the Institution is in compliance with all applicable record-keeping requirements.
- Review operating practices and implement improvements where necessary
- Any other task assigned by the Mentor Director.

Qualifications

Education	Master's Degree (full-time in campus)
Field of Study	Preferably Bachelor's Degree in Commerce and Master's Degree in Management
Experience	Minimum 4 years of experience in Administration
Skills	High Energy. Positive Attitude. Excellent interpersonal written, presentation and oral communication skills delivered in a manner appropriate to the audience.

Level (G1-G5) : G2

Employment Type : Part-time (One Year / 6 Months)

Compensation (C2C) : As per IIT Standards

Location : Virtual

Indian Institute of Information Technology Chittoor

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