



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*Requires*

**Secretary to Faculty**

**Job Description:**

- To prepare notes, minutes, memo, invitation etc. under the guidance of faculty members
- Help in scheduling meetings, classes, events and update the same in Google calendar, send calendar invites to all appropriate parties on time.
- Make travel arrangements for faculty, project staff and all the delegates as required.
- Receive and screen phone calls and redirect the messages and convey the same to faculty.
- To coordinate with departments to ensure right support is provided to the faculty members on time.
- To maintain the list of contact persons, agencies of the assignments on which faculty members are associated with.
- Maintain electronic and paper records ensuring information is organized and easily accessible and keep the papers in appropriate files.
- Schedule appointments with officials and all external stakeholders followed by regular follow-ups.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- To submit the travel and expenses of faculty members on time. Keep track of all receipts and payments with accounts office.
- To receive material ordered to stores etc.
- To keep track on activities status on day-to-day basis.

**Essential Qualification, Experience and Skill Requirement:**

- Candidate should be a Graduate in any discipline with first class from a recognized University/ Institution with minimum three years' of relevant experience.
- Preference may be given to the candidates having Certificate/Diploma in Inventory Management/Financial Accounting/Computer Applications.
- Candidates should possess ability to be self-starter.
- Outstanding communication skills (reading, speaking and writing) and negotiation abilities
- Excellent positive aptitude
- Very good working knowledge of MS Office, internet/web applications and other ERP system.
- Candidates having knowledge of Stenography in English may be given preference.

**Age:** Maximum 30 years as on the last date of application. Government of India instructions on reservation will be followed. Women candidates are eligible for 5 years of age relaxation.

**Terms of Appointment:**

- This position will be on tenure based scaled contract. Initial term of appointment will be for the period of three years. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE** latest by **December 15, 2021**.

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