



Indian Institute of Information Technology

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

Job Opening Date: 02.01.2017

Job Closing Date: 09.01.2017

Job Title : Administrative Assistant

Qualifications

Education	MBA (full-time) from premier University with minimum 60%
Field of Study	MBA in Management, Knowledge of computer will be essential
Experience	NIL
Age	Not more than 26 years
Skills	High Energy, Positive Attitude, Time Management, Good Written and Verbal Skills, Database Management, Ability to maintain a high level of accuracy confidentiality concerning financial and employee files

Employment Type : Full Time - 12 months - The placement will be purely on contractual basis

Compensation : Rs.20,000/- per month

Work Location : Sri City Campus

Job Description

The Administrative Assistant demonstrates following attributes and is responsible for

- Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents
- Create and maintain useful databases
- Arranges and coordinates meetings
- Compose letters, reports, bills etc
- Reviews, routes and prioritizes mail
- Assist the Institute for procurement of items within the guidelines of the Institute
- Assist the Institute in arranging facilities
- Assist Students about Scholarships, Loans, Insurance etc
- Assist the Institute in arranging various events as required
- Handle other tasks as they emerge and assigned by the Reporting Manager