

IIT ROPAR – TECHNOLOGY AND INNOVATION FOUNDATION

Advertisement for the position of an Executive Assistant (EA)

Post Code: EA-01-2021 / February 2021

Applications are invited for **Executive Assistant (EA)** at the IIT Ropar – Technology and Innovation Foundation (TIF). Location of your posting will be at IIT Ropar –TIF, Rupnagar, Punjab.

WHO WE ARE

IIT Ropar – Technology and Innovation Foundation (TIF) is a Section – 8 company founded to support the initiatives of recently established Technology Innovation Hub – AWaDH (Agriculture and Water Technology Development Hub) at the Indian Institute of Technology Ropar in the framework of National Mission on Interdisciplinary Cyber Physical Systems (NM – ICPS) by the Department of Science and Technology, Government of India. The TIF support the R&D in the domain of Agriculture and Water, and provides incubation support to technology-based start-ups towards sustainable agriculture and environment.

IIT Ropar – TIF is looking for enthusiastic and resourceful individual(s) to be a part of our journey towards the sustainable future.

The Role of Executive Assistant (EA):

If you are someone who is highly organized, thrive under pressure, multi-tasker, responsive, internet research wizard, people person, detail oriented then we would like a special person like you to join our team as an **EA**.

1. Provide direct administrative support to the office by managing the calendar, meeting planning, creating and managing correspondence.
2. Act as a point of contact and a communication hub between management, employees and external parties.
3. Enabling efficiency gains and improved management structures by working with company officials and relevant stakeholders.
4. Supporting multiple projects by creating reports, documentation and presentations.
5. Handle confidential data. Create and update records and databases. Analysing financial information and reconciliation of accounts.
6. Coordinating office activities, office supplies and operations to secure efficiency and compliance to company policies.
7. Coordinating, preparing and maintaining indents / invoices for purchase.
8. Performing such other duties as required as per the needs of the company.
9. Self-motivated, able to work under pressure and high spirit of teamwork (i.e. working well on an individual basis as well as part of the team).

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Qualifications

1. Bachelor's degree in business management/commerce. **Desirable:** Master's degree in Finance/Commerce.
2. Minimum 3 years of relevant experience. More experience is desirable. Working knowledge of accounting software or ERP would be an added advantage.

Remuneration: Rs. 25,000 – 30, 000/*

*Remuneration will be decided on the basis of suitability of the candidate for the position in terms of qualification and experience.

Apply here: www.iitrpr.ac.in / send your CV to md.tif@iitrpr.ac.in

(Indicate clearly in the subject of the email “**Application for Executive Assistant – TIF**”)

Last Date for receiving applications: March 07, 2021

Terms and Instructions

1. Only shortlisted candidates will be contacted/informed through email.
2. TIF reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify all the documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled/terminated.

Submit your detailed CV to IIT Ropar – Technology and Innovation Foundation at md.tif@iitrpr.ac.in