

Job Description – office Assistant – Dean’s Office SWD

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Office Assistant- Dean’s Office SWD
Job Type	Regular, Full time
Reporting to	Dean – Student Welfare Division
Will also work very closely with	<u>Key Internal:</u> Office staff of Associate Deans – SWD, Faculty, Students
No. of Positions & Job Location	One Position in BITS Pilani Hyderabad Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Administrative Support: Provide assistance and support to ensure the smooth administration by managing calendars, appointments, travel arrangements and correspondence of the office of Dean – SWD. • Communication: As a point of contact for internal and external communications, conveying information effectively. • Document Management: Handling various documents, reports, and records, ensuring accuracy and accessibility. • Reception Duties: Offering assistance and coordinating with students, visitors, vendors and directing them appropriately. • Data Management: Collating the data from the three campuses and assisting the team in analysing and managing the data. • Supporting Staff: Assisting other team members as needed to ensure smooth workflow. • Any other responsibility assigned by the Dean – SWD from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none"> • Any Graduate, with 3-5 years of experience in an office setting . • Prior experience in student Welfare Division/ similar environment will be preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Should have excellent knowledge and hands-on experience with computers especially MS-Office. • Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing. • Should have good communication skills with a good command over English. • Should be punctual, methodical, organized and self-motivated. • Should exhibit a high degree of ownership, commitment and flexibility. • Should have the ability to work independently and as one of a team.
Remuneration	Rs 5 to Rs 6 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
<u>Tenure:</u>	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.