



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	<p>Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 46,000+ working professionals enrolled.</p>
Industry/Service	Higher Education
Post/Job Title	Executive/ Sr. Executive - Administrative & Operations Coordination - (ASAB)
Job Type	Regular, Full time
Reporting to	Head of Academic Strategy Advisory Board
Will also work very closely with	Faculty & Staff
No. of positions	1
Job Location	Hyderabad
Principal Accountabilities & Responsibilities	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain up-to-date documentation across shared drives and knowledge bases • Coordinate meetings, prepare agendas, and take minutes for internal and external stakeholders • Manage day-to-day scheduling and calendar alignment for participants of internal and external meetings • Support logistics for meetings/events • Assist with procurement processes, invoice tracking
Qualification and Personal Profile	<ul style="list-style-type: none"> • Any Graduate • 3-5 years of experience in administrative or operations roles, ideally with exposure to academic or consulting environments • Strong organizational skills and attention to detail • Proficiency in tools like MS PowerPoint, Word, Excel, and project management tools • Good written and verbal communication skills