



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	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. 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.
Industry/Service	Higher Education
Post/Job Title	Executive - Administration
Job Type	Regular, Full time
Reporting to	Head -Finance & Commercials
Will also works very closely with	Clients (Industry) / Vendors, All the Staff Members
No. of positions	1
Job Location	Bangalore
Principal Accountabilities & Responsibilities	Key Responsibilities: General Admin: • Manage agendas/travel arrangements/appointments etc. for the upper management/Staff. • Manage phone calls and correspondence (e-mail, letters, packages etc.) • Support bookkeeping procedures. • Create and update records and databases with personnel, financial and other data. • Scheduling Meetings and taking minutes. • Handling guests and clients. • Track stocks of office supplies and place orders when necessary. • Submit timely reports and prepare presentations/proposals as assigned. • Preserving office records, Agreements. • Conducting employee orientation. • Completes operational requirements by scheduling and assigning administrative projects and expediting work results. • Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques. • Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies. • Updating office manuals and brochures. • Managing electronic and printed files.

	• Assist colleagues whenever necessary. • Provides administrative support to ensure efficient operation of office. • Carries out administrative duties such as filing, typing, copying, binding, scanning etc. • Coordinate office activities and operations to secure efficiency and compliance to company policies.
Qualification and Personal Profile	• Graduate / Post - Graduate in any discipline • At least 3 years of experience with exposure to General Administration Activities
Other Skill and Ability Requirements	• Supporting all the internal stakeholders • Ensuring Proper Documentations • Proper Utilization of Organization resources • Safe and Healthy Workplace • MS – Office • Planning, Execution focus, Proper communication
Compensation	6 Lakhs per annum commensurate with experience