



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

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.
Industry/Service	Higher Education
Post/Job Title	Junior Office Assistant in Estate Management Unit
Job Type	Regular
Reporting to	Estate Manager
Will also work very closely with	With relevant stake holders as per the job requirements
No. of position	One
Location	Pilani
Principal Responsibilities	- Responsible for direct supervision and ensure the quality delivery EMU general maintenance, office administration and store work. - Manage and oversee a team of staff, including both male and female workers. - Maintain daily attendance records, execute manpower deployment, and monitor staff performance. - Conduct routine site visits for close supervision of activities and gather feedback from end-users. - Ensure the proper use of materials, tools, and equipment on site. - Organize and document attendance registers, leave applications, and prepare monthly reports as required. - Support and assist in organizing institute functions and events as needed. - Maintain a result-oriented and systematic approach to work while being proactive in problem-solving. - Support day to day office operations and perform other duties assigned by the Authority. - Handle additional responsibilities and tasks as assigned by the Authority.
Other Skill and Ability Requirements	- Well-educated with relevant experience general supervision and manpower handling and office administration & maintenance. - Strong communication and drafting skills. - Punctual, methodical, organized, energetic, and self-motivated with a learning attitude. - Sound knowledge of general maintenance, office administration and store work. - Experience in facility management and maintenance. Desirable: Basic computer knowledge (MS Word, MS Excel).
Qualification and Experience	Full-time B.Sc. in Hospitality Management with a minimum of 4 years of relevant work experience; or Full time Bachelor's degree in any other discipline with a minimum of 8 years of relevant work experience; or Full time Master's degree (M.Com., M.Sc., or MBA) with a minimum of 6 years of relevant work experience in general maintenance facility coordination, office administration, and store management. Should not be above 40 years of age as on 1 July 2026.
Remuneration	Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21700/- per month plus DA & other benefits as per Institute Norms.