



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

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	Higher Education
Job Type	Regular
Post/Job Title	<i>Sr Office Assistant / Jr Officer</i> <i>(Recruitment Coordinator – Faculty Affairs)</i>
Reporting to	Associate Dean, Faculty Affairs Division
Will also work very close with	Relevant Internal & External Stakeholders.
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Source candidates through diverse and effective channels.• Screen applications based on eligibility criteria.• Manage applications using ATS, ensuring data accuracy.• Coordinate with department heads and hiring stakeholders.• Schedule and manage virtual interviews efficiently.• Handle post-shortlisting documentation.• Coordinate final interviews, logistics, and accommodation.• Maintain and update stage-wise recruitment reports.• Address candidate queries and ensure a smooth experience.• Adhere to SOPs and recruitment guidelines.• Support offers rollout and joining formalities.• Contribute to process improvements and efficiency.• Track recruitment metrics and share insights.• Ensure data confidentiality and compliance.
Qualification and Experience	<ul style="list-style-type: none">• Graduate (In Engineering/IT/Management) with 5 years of relevant experience or Post-Graduate (In Engineering / IT / Management) with 2 years of relevant experience.• Technical qualification in Engineering, IT, or Management is essential.• Prior recruitment experience in academic institutions is preferred. <p>Soft skills required - Stakeholder management, Strong Communication, multi-source channel sourcing, interview coordination, problem solving</p> <p>Computer skills required - MS office (Word, Excel, PPT etc.), hands-on ATS, well-versed with Google workspace, Audio-Video conferencing tools like, MS Teams/Zoom/Google Meet</p>
Remuneration	Suitable candidate will be placed at Level 5 or 6 with a minimum pay of Rs. 29200/- or 35400/- per month plus DA & other benefits as per Institute Norms based on the expertise and experience of the candidate.