



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, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager (EA to CHRO)
Job Type	Consolidated Pay
Reporting to	CHRO, BITS Pilani
Will also work very closely with	Campus Head HR, Central team members, Registrar office, Deans and Associate Deans etc
No. of position	One
Location	Mumbai (Worli)
Principal Responsibilities	<ul style="list-style-type: none"> • Manage professional and personal scheduling for CHRO, including agendas, mail, email, phone calls, client management, and other company logistics • Coordinate scheduling and calendar management, as well as content and flow of information to senior executives • Manage senior executives' travel logistics and activities, including accommodations, transportation, and meals • Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database • Maintain and refine internal processes that support high-ranking executives companywide, and coordinate internal and external resources to expedite workflows • Manage communication with employees by liaising with internal and external stakeholders on various projects and tasks • Maintain professionalism and strict confidentiality with all materials • Organize team communications and plan events, both internal and off-site
Qualification and Experience	<ul style="list-style-type: none"> • Post Graduate (Preferably MBA/PGDM) or equivalent with 4-10 years of experience. • Excellent written and verbal communication skills • Well Versed with the MS Office (Word, Power point, Excel) • Strong time-management skills and an ability to organize and coordinate multiple concurrent projects. • Proficiency with office productivity tools and an aptitude for learning new software and systems • Ability to maintain confidentiality of information related to the company and its employees.
Remuneration	Suitable candidate will be placed on CTC between Rs. 10 -12 Lac p.a. and other benefits as per Institute Norms.