



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 headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai. The Work Integrated Learning Programmes (WILP) Division of BITS Pilani, established in 1979, focuses on providing continuing education to working professionals across industries. With a legacy of over 46 years, WILP currently offers 57+ programmes, has over 52,000 enrolled learners, and more than 1,52,000 working professionals have graduated through its programmes.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager - Admin
Job Type	Regular, Full-time
Reporting to	General Manager
Will also work very closely with	External: Outsourced Service Vendors, Exam Centers, Collaboration Partners (Industry) Internal: Admin Team, Exam Cell, Associate Deans, Finance & Accounts Team, Faculty, and Staff Members
No. of Position	1
Job Location	Hyderabad Campus Office
Principal Accountabilities & Responsibilities	General Administration & Office Operations - Coordinate day-to-day administrative activities to ensure smooth and efficient office operations. - Provide administrative support for meetings, travel, events, onboarding, correspondence and other office requirements. - Maintain administrative records, documentation, trackers and action-item follow-ups. Facilities, Infrastructure & Asset Management - Coordinate housekeeping, security, utilities, maintenance and other facility services. - Monitor office infrastructure, equipment and assets, including preventive maintenance, repairs, inventory and movement. - Manage stationery, consumables and office supplies to ensure timely availability. Vendor, Procurement & Financial Coordination - Coordinate vendor onboarding, quotations, work orders, service delivery and performance monitoring. - Support procurement, quotation evaluation, approvals, invoice processing and expense reconciliation. - Maintain vendor, contract, purchase order and payment trackers and ensure timely renewals and closures. - Coordinate required vendor documentation and compliance records with relevant institutional teams. Examination Centre Coordination - Coordinate examination-centre planning based on student demand, capacity, location and infrastructure requirements. - Support identification, assessment, onboarding and readiness verification of examination centres. - Coordinate centre requirements, agreements, capacity planning, contingency arrangements and examination-day logistics.

	- Monitor examination-day readiness, resolve administrative issues and coordinate post-examination closure, documentation and invoice verification. Stakeholder Coordination & Service Delivery - Coordinate effectively with Admin, Examination, Operations, Finance & Accounts, faculty, staff, vendors and external partners. - Track administrative requests, service issues and dependencies, ensuring timely resolution and escalation where required. - Support institutional events, cross-functional initiatives and other administrative assignments. Compliance, Documentation & Risk Management - Ensure adherence to approved SOPs, institutional policies, safety requirements and record-retention practices. - Maintain accurate and confidential records relating to vendors, contracts, assets, examination centres and incidents. - Identify operational risks and coordinate appropriate mitigation and contingency measures with authorised teams. MIS, Reporting & Continuous Improvement - Maintain accurate MIS, dashboards and trackers covering administration, facilities, vendors, assets, expenditure and examination-centre readiness. - Prepare periodic reports, management updates, proposals and exception reports with clear action points. - Identify recurring operational issues and support process standardisation, digitisation and continuous improvement.
Qualification and Personal Profile	- Postgraduate or Graduate degree in any discipline. For Postgraduates: 4 to 6 years of post-qualification experience in general administration and/or education operations, preferably in universities, educational institutions, training organizations, test-preparation institutes or skill-development organizations. For Graduates: 6 to 8 years of post-qualification experience in general administration and/or education operations, preferably in universities, educational institutions, training organizations, test-preparation institutes or skill-development organizations. - Experience coordinating multiple vendors, office services and/or examination center operations is desirable.
Other Skill and Ability Requirements	- Strong operational planning, execution, prioritisation, follow-up and closure. - Effective communication, stakeholder coordination, interpersonal and vendor-management skills. - Sound problem-solving, attention to detail and ability to manage multiple priorities under tight deadlines. - Proficiency in MS Office, spreadsheets, presentations, record management and MIS reporting. - Good commercial awareness, documentation discipline and responsible resource utilisation. - Professionalism, integrity, confidentiality and commitment to workplace safety and service quality.