



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	Officer Administration
Job Type	Regular, Full-time
Reporting to	General Manager
Will also work very closely with	External: Clients (Industry), Outsourced Service Vendors, Exam Centres Internal: Admin Team, Exam Cell, Finance & Accounts, Faculty, Staff Members
No. of position	1
Job Location	Hyderabad Campus Office
Principal Accountabilities & Responsibilities	General Admin: • Manage agendas/travel arrangements/appointments etc. for the Senior Management/Staff. • Manage phone calls and correspondence (e-mail, letters, packages etc.) • Support book-keeping 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 the 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 the efficient operation of the 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.

	Centre Management: • Coordinate with examination centres for scheduling, capacity, infrastructure, and examination requirements. • Support exam centre onboarding and ensure readiness before each examination. • Coordinate student lists, seating arrangements, invigilators, examination materials, and other centre requirements. • Monitor examination-day activities and coordinate with centres for timely resolution of issues. • Escalate examination-related incidents and operational issues to the concerned team. • Support secure handling, distribution, collection, and reconciliation of examination materials. • Maintain centre-wise records, attendance, incident reports, and examination documentation. • Coordinate post-examination activities and ensure timely submission of centre reports. • Maintain trackers and prepare MIS related to centre readiness and examination conduct. • Support implementation of examination SOPs and process improvements.
Qualification and Personal Profile	• Graduate / Post-Graduate in any discipline. • 1 to 3 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.
Other Skill and Ability Requirements	• Strong operational planning, execution, and process management skills. • Good coordination, interpersonal, and communication skills. • Strong attention to detail with effective follow-up and closure. • Good problem-solving, decision-making, and multitasking abilities. • Proficiency in MS Office applications and MIS/reporting. • Ability to work effectively under tight deadlines and manage multiple priorities. • Strong vendor and partner coordination and relationship management skills. • High level of integrity, professionalism, and confidentiality. • Ability to effectively support and coordinate with internal stakeholders. • Strong focus on maintaining accurate and timely documentation. • Ability to ensure the effective and optimal utilisation of organisational resources. • Commitment to maintaining a safe, healthy, and professional workplace. • Strong planning and execution orientation, with clear and timely communication.