



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Office Attendant
Appointment	Full-time
Reporting to	Senior Manager- Admissions
Department	Admissions
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East.</p> <p>BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE.</p> <p>BITS Pilani has been granted the status of "Institute of Eminence" by Government of India.</p> <p>BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization.</p> <p>BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 16 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in</p>



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

	preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	<ul style="list-style-type: none"> • Act at all times in accordance with the BITS Pilani Dubai Campus’s approved code of conduct. • Work in accordance with BPDC’s policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC’s values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To provide basic administrative and operational support to the Admissions Office, ensuring smooth day-to-day functioning and assisting staff, students, and visitors as required.
Key Responsibility Areas	<p>Key Responsibility Areas</p> <p>1. Office Support</p> <ul style="list-style-type: none"> • Assist in general office tasks such as filing, photocopying, scanning, and document handling. • Maintain cleanliness and organization of the admissions office and storage areas. • Arrange and manage office supplies and stationery. <p>2. Document Handling</p> <ul style="list-style-type: none"> • Collect, sort, and distribute documents within the admissions office. • Assist in organizing application files and records as instructed. • Ensure safe handling and storage of documents. <p>3. Front Desk & Assistance</p> <ul style="list-style-type: none"> • Greet and guide students, parents, and visitors to the appropriate staff. • Provide basic directions and support within the admissions office. • Assist in managing queues during peak admission periods. <p>4. Event Support</p> <ul style="list-style-type: none"> • Assist in setting up rooms for admissions events such as open houses and orientations. • Support logistics such as arranging materials, refreshments, and signage.



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

	<p>5. Coordination Support</p> <ul style="list-style-type: none">• Run errands within the campus (e.g., submitting or collecting documents from departments).• Assist staff with day-to-day coordination tasks as required. <p>6. General Duties</p> <ul style="list-style-type: none">• Support admissions staff in routine tasks as assigned.• Ensure timely delivery and collection of documents and materials.
Competencies Required	<ul style="list-style-type: none">• Basic communication skills• Ability to follow instructions• Reliability and punctuality• Basic organizational skills• Positive attitude and willingness to assist
Educational qualification	<ul style="list-style-type: none">• Minimum Grade 12
Experience	<ul style="list-style-type: none">• 0–1 year of relevant experience (freshers can be considered)
Remuneration & benefits	Commensurate with qualifications and experience
<p>Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 20.04.2026. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p>	