



BITS- PILANI
WILP (Work Integrated Learning Program)

ROLE DOCUMENT

IDENTITY	Organization	BITS WILP (Work Integrated Learning Program)
	Function	Commercial team
	Role Name	Office Assistant - Finance & Commercials
	Reports to	Head -Finance & Commercials
OPERATING NETWORK	Key External	Vendors
	Key Internal	Accounts & Procurement Team
ROLE HOLDER REQUIREMENTS	Minimum Qualification	Graduate in any discipline with a minimum of 1 year of relevant experience.
	Experience	Prior experience in education Institute may be preferred.
KNOWLEDGE & SKILLS	Technical Knowledge	Basic skills and understanding of MS - Office, G-Mail
	Behavioral Competencies	Execution focus, Proper communication
PURPOSE	Responsible for filing of Accounting Vouchers and Assisting Procurement function	
KEY RESPONSIBILITIES	AREAS OF RESPONSIBILITY (Key Activities)	
	Procurement	
	<ul style="list-style-type: none"> • Filing Accounting Vouchers. • Scanning and Uploading of Vouchers • Filing vendor and Client Agreements • Assisting in Procurement team on need basis • Managing Office Work, Data Compilation, and Record Keeping. • Expected to get Involved in Audit – Statutory and Internal • Any other Responsibility assigned by the In-Charge from time to time. 	
OBJECTIVES Top KRAs across all activities	Supporting all the internal stakeholders Ensuring Proper Documentations Proper Utilization of Organisation resources Safe and Healthy Workplace	