



भारतीय प्रबंध संस्थान बंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2023/32

Date: 3rd July 2023

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager -Hostel
Job Purpose	The incumbent is expected to assist in Hostel office administration
Job Type	Contractual/Non-Teaching
Reporting to	Administrative Officer - Hostel
Will also closely work with	All relevant stakeholders of the Institute
No. of positions & Job Location	One Position in IIM Bangalore, Bannerghatta Road Campus
Principal Accountabilities & Responsibilities	<p>The incumbent is responsible to assist in all matters concerning the hostel administration.</p> <ul style="list-style-type: none">• Assist in general administration of the hostel including mess related activities.• Assist in Maintaining records and files in connection with the hostel administration.• Assist in budgeting, resource allocation, verifying & clearing bills etc.• Handling inventory management and supplies procurement• Assist in preparing management information reports.• Communicate with all relevant stakeholders to build a sustainable relationship.• Co-ordinate with staff on all matters relating to hygiene, sanitation, cleanliness etc.• Any other related work may be deemed necessary from time to time
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidates should have a bachelor's degree from an institute of repute. A master's degree is desirable.• A minimum of 6 years' experience is required.• Candidates having experience of handling students in an Institute/College Hostel is essential.• Candidates having administrative experience in hostel administration is desirable.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Strong interpersonal communication skills - oral and written.• Strong problem-solving and multi-tasking skills.• Ability to work with Office-Automation tools• Confident and self-motivated.• Good attention to detail.
Compensation	The indicative annual CTC will be in the range of Rs. 7.26 Lakhs – 9.52 Lakhs. The compensation would be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

Closing date for applications is 15th July 2023. Only shortlisted candidates will be intimated.