



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2024/58

Date: 9 July 2024

<b>About IIMB</b>	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.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	Senior Hostel Assistant
<b>Job Purpose</b>	The incumbent is expected to assist in Administration of the Students Mess
<b>Job Type</b>	Contractual - Non-Teaching
<b>No. of positions</b>	One Position
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist the Hostel Mess team with managing inventory, placing indents and monitoring the receipts.</li><li>• Ensure proper storage of all items received in the Mess Store and ensure proper FIFO.</li><li>• Adhere to and enforce all Kitchen and store policies as outlined by the Management.</li><li>• Ensure that all ingredients are supplied on time for the food preparation.</li><li>• Maintain data for all the kitchen control reports as per FSSAI.</li><li>• Maintain organized and accurate written and electronic records of all relevant work in the department.</li><li>• Gather data, compile, review and submit essential reports.</li><li>• The incumbent will have to work in shift basis as assigned.</li></ul>
<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Experience in the food &amp; service industry is desirable.</li><li>• Proficiency with MS Office</li><li>• Ability to work on weekends, non-general office hours shifts and have flexible working hours as per the requirement.</li><li>• Should be fluent in Kannada and English. Knowledge of Hindi will be an advantage</li><li>• Excellent customer service and communication skills</li></ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Candidates should have a bachelor's degree from an institute of repute. A master's degree is desirable.</li><li>• A minimum of 6 years' experience is required.</li><li>• Candidates having administrative experience in hostel administration is desirable.</li></ul>
<b>Compensation</b>	The indicative annual CTC will be in the range of Rs. 6.9 lakhs – 7.5 Lakhs. The compensation will be fixed based on IIMB Contract Appointment Rules.

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

The closing date for applications is 23<sup>th</sup> July 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.