



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2022/29

Date: 20 June 2022

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 / Associate Manager
Job Purpose	The incumbent shall be required to primarily focus on planning and managing the Institute's Administrative activities.
Job Type	Contractual – Non-Teaching
Will closely works with	Internal: Various departments in the Institute, Faculty, Staff External: Vendors, Government Agencies, and other external Stakeholders
No. of positions & Job Location	Multiple Positions in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Coordinating and driving the Institute's Administrative Activities to ensure quality delivery and compliance with norms for processes and timelines• Continuously interact with multiple departments, faculty, staff, as per the work requirements.• Should be proficient with MIS, Office Automation tools, and be able to prepare MoUs.• Maintaining and updating the databases and other digital collaterals.• Support the audit matters pertinent to the administrative functions• Any other work assigned from the department/institute from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should be a Graduate with at least 60%. A post-graduation from a reputed University is desirable.• Candidate should have at least 6 years of relevant experience.• Proficiency in MS Office suite is a must.• Experience working in an education institute is preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should be a detail-oriented person• Experience of working in an ERP environment would be desirable.• The candidate should have excellent interpersonal skills. The candidate should possess strong analytical, planning and forecasting skills with a solution orientated mind-set.• Should be self-motivated and able to work independently.• Strong commitment and capacity to collaborate and communicate with diverse stakeholders• Ability to prioritize work and effectively manage the same
Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 5 to Level 8 as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: <http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>.
Closing date for applications is July 5, 2022. Only shortlisted candidates will be intimated