

JOB DESCRIPTION - RECRUITMENT: IMI B
ADMINISTRATIVE POSITIONS

Senior Administrative Officer/Manager

Responsible for overall Administration of the Institute which includes:

- Facilities management
- Logistics Management
- Vendor & Purchase Management
- Inventory control & Stores Management
- Compliance of all statutory requirements
- Support Services Department
- Employee Establishment
- Estate and Maintenance
- Liaison with Govt/External Agencies
- Budget development and management
- Documentation of Institute's records including confidential record.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

EA to Director

Responsible for overall management of the Director's office which includes:

- Provide end to end assistance to the Director.
- Handling of correspondence on behalf of the Director
- Coordinate and liaise with all stake holders for smooth functioning.
- Keep record of all documentation related to all activities
- Documentation of Institute's records including confidential record.
- Liaison with various external agencies/personnel
- Budget development and management
- Managing Board Level Activities
- Accreditation and Ranking Activities
- Travel Management
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Manager- Corporate Relations (Admission)

Responsible for driving Admissions, which includes:-

- To have close liaison with Industry/Corporate/Academic Institute for admissions
- To be a self-driven individual, who can be in the Market to develop and generate leads for Admission and should be well aware for documents for admissions
- To work in consultation with Reporting Manager/Professor for planning strategies related to Admission.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Manager- Corporate Relations (Placement)

Responsible for driving Placement, which includes:-

- To have close liaison with Industry/Corporate for placement of students.
- To work in consultation with Reporting Manager/Professor for Industry-Institute Interaction for organizing Business Thought Leadership Lectures by Industry Professionals.
- To Coordinate and execute placement activities.
- To organize Conferences/Workshops/Seminars/Round Table.
- To be a self-driven individual, who can be in the Market to develop and generate leads for Placements.
- Build IMI Bhubaneswar as a Brand
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Manager- Corporate Relations (MDP)

Responsible for driving MDP, which includes:-

- To have close liaison with Industry/Corporate for generating MDPs.
- To work in consultation with Reporting Manager/Professor for Industry-Institute Interaction for organizing Business Thought Leadership Lectures by Industry Professionals.
- To Coordinate and execute MDPs
- To organize Conferences/Workshops/Seminars/Round Table.
- To be a self-driven individual, who can be in the Market to develop and generate leads for MDPs.
- Build IMI Bhubaneswar as a brand
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Programme Officer/Secretary

- Provide end to end assistance to Vertical Head/Chairperson/Director.
- Coordinate and liaise with all stake holders for smooth functioning.
- Keep record of all documentation related to all activities
- Documentation of Institute's records including confidential record.
- Liaison with various external agencies/personnel
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Librarian/Dy Librarian

Responsible for overall management of library, which may include:-

- Record keeping of all books and journals in automated mode.
- Procurement of Books/Journals etc.
- Assist faculty/students in searching cases/articles.
- Maintenance and upkeep of library assets.
- Processing request for books, journals, magazines, newspaper as per IMI rules. Initiate for adding new books to be added in consultation with faculty.
- Liaison with external agencies such as vendors and other libraries. Timely renewal of subscription and addition of new subscription.
- Compile content sheet of all online and offline journals including daily news and circulate to faculty and students.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Assistant Manager - IT

To assist IT Head in management of IT related activities of the institute, which may include:-

- Maintenance and upkeep of IT Infrastructure
- Maintenance and updating website
- Smooth and efficient functioning of all communication lines i.e. telephone, internet etc
- Timely renewal of all IT related AMCs/software licences
- Assist for media related activities and photography'.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Assistant Manager - Accounts

To assist Accounts Head in management of Accounts/Finance related activities of the institute, which may include:-

- Error free accounting of Institute's finance and accounts
- Timely audit of accounts and assets updating.
- Timely disbursement of salary and vendor payments.
- Compliance of all statutory requirements.
- Documentation and Book keeping all accounts related documents.
- Preparation of invoice, receipt of fees and monthly MIS of fund flow.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Administrative Officer/Executives

To assist Administration Head in management of the administrative activities of the institute, which may include:-

- Facilities management
- Logistics Management
- Vendor & Purchase Management
- Inventory control & Stores Management
- Compliance of all statutory requirements
- Support Services Department
- Employee Establishment
- Programme Office
- Estate and Maintenance
- Liaison with Govt/External Agencies
- Budget development and management
- Documentation of Institute's records including confidential record.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Front Office Executive/Receptionist

- Front Office Management
- Inventory control & Stores Management
- Support Services Department
- Travel Management
- Call Handling and Guest Management
- Documentation of Institute's records including confidential record.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Multi-Tasking Staff /Office Assistant

- Assistance in Office Management
- Handling of Documents and Documents Delivery including photocopying and spiral binding
- Support Services Department including pantry and guest house
- Call Handling and Guest Management
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Driver

Individual should be holder of valid driving license with no previous record of accident

- Safe and smooth driving of institute's vehicles
- Maintenance and upkeep of institute's vehicles
- Timely notifying repairs, servicing and routine checks of institute's vehicles
- Maintenance of log books of institute's vehicles
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

Note: All above JDs are indicative profile description. IMI Bhubaneswar provides equal opportunities to all employees and follows a job rotation policy for overall development of the Employee.