

**JOB DESCRIPTION - RECRUITMENT: IMI-B
ADMINISTRATIVE POSITIONS**

1. Dy. Registrar / Sr. Administrative Manager

Qualification : Post Graduate
Experience : 10- 15 years of relevant experience
Job responsibilities :

Responsible for overall Administration of the Institute in coordination with Administration 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.

2. General Manager (Admissions)

Qualification : The incumbent should ideally be Post-Graduate in Management and should have good contacts with the industry.
Experience : 10-15 years of relevant experience
Job responsibilities :

- Responsible for managing the admission process for all our long-term & short-term programmes.
- Crafting and executing the marketing strategy, including digital marketing.
- Lead the admission team.
- Coordinate pan-India admission activities including conducting workshops/seminars and interview process.
- S/he should be able to travel to various cities as demanded and should be open to overall development of the institute.
- A dynamic personality with a go-getter attitude would be preferred.
- OR any other job assigned by the Director, IMI Bhubaneswar.

3. General Manager (Placements and Corporate Relations)

Qualification : The incumbent should ideally be Post-Graduate in Management and should have good contacts with the industry.

Experience : 10-15 years of relevant experience.

Job responsibilities :

- Responsible for managing the complete Placement process in driving quality placements to the institute.
- Crafting and executing the marketing & networking strategy, including digital marketing to achieve quality placements.
- To have close liaison with Corporates for placement of students and Corporate Training Needs (MDPs).
- To coordinate and execute placement activities in coordination with Chair Placements and Manager Placements.
- To organize Conference/ Workshops/ Round Table.
- To be a self-driven individual, who can be in the Market to develop and generate leads for corporate activities and Placement.
- S/he should be able to identify the needs and requirements from the company and assist in the orientation of candidates for graduating from the institute.
- In addition s/he would be required to undertake skills development training sessions for the students; maintain direct communication with employers; maintain updated information on student activities and submit monthly reports in order to track Placement progress.
- S/he should be able to travel to various cities as demanded and should be open to overall development of the institute. A dynamic personality with a go-getter attitude would be preferred.
- OR any other job assigned by the Director, IMI Bhubaneswar.

4. Manager- Corporate Relations (MDP)

Qualification : Post Graduate

Experience : 8- 10 years of relevant experience.

Job responsibilities :

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.

5. **Front Office Executive/Receptionist**

Qualification : Graduate
Experience : 4-5 years of relevant experience.
Job Responsibilities :

- 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.

6. **Dy. Manager / Manager – IT**

Qualification : Post Graduate
Experience : 8- 10 years of relevant experience.
Job responsibilities :

- To handle and 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 licenses
- Assist for media related activities and photography'.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

7. **Assistant Librarian**

Qualification : Master's Degree in Library Science
Experience : 5+ years of relevant experience.
Job responsibilities :

- The applicant should be good at handling Library Automation Software.
- Help readers in research problems and reference questions.
- Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding.
- Good communication and administrative skills.
- The candidate should be an IT Savvy.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar.

8. **Library Assistant**

Qualification : Bachelor's / Master's Degree in Library Science or equivalent

Experience : 2+ years of experience as a Library Assistant

Job responsibilities :

- Experience of working in digital library system.
- Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- Enter and update patrons' records on computers.
- Process new materials including books, audiovisual materials, and computer software.
- Formal education in Computer education/digital Library is essential
- Good communication and interpersonal skills.
- Ability to work with students, faculty and staff with ease.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar

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