

JOB DESCRIPTION - RECRUITMENT: IMI B
ADMINISTRATIVE POSITIONS

Administrative 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.

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.

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.

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.

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.