



ADMINISTRATIVE POSITIONS

IMI Bhubaneswar invites applications for the following administrative position:-

- 1. Administrative Manager**
 - 2. Corporate Relation Manager (Placement)**
 - 3. Corporate Relation Manager (MDP)**
 - 4. Programme Officer/Secretary**
 - 5. Assistant Manager - Accounts**
 - 6. Front Office Executive/Receptionist**
- Applicant must be Post Graduate in relevant field with excellent communication skills and experience of 8-10 years.
 - For all the above positions, contractual appointments for specific period will be considered.

Salary and perquisites shall commensurate with the qualification and experience; and as per IMI rules. Interested candidates meeting the qualifying criteria may apply/forward their latest resume as per prescribed format ([download form](#)) to career@imibh.edu.in by **Sept.22, 2017**, clearly indicating position in the subject line of the email.