



ADMINISTRATIVE POSITIONS

IMI Bhubaneswar invites applications for the following administrative positions:

- General Manager (Admission)
- AGM/DGM (Finance & Accounts)
- Senior Manager (Administration)
- Senior Manager/Manager – Corporate Relations (MDP/Placement)
- Manager – IT Infrastructure
- Senior Executive/Asst Manager – General Administration
- Senior Executive/Asst Manager - Civil
- Senior Executive/Asst Manager – Accounts & Finance
- Digital Media - Officer
- Programme Officer/Secretary
- Executive Assistant

For all the above positions, contractual appointments for specific period will be considered. Suitable Candidate can also apply for senior positions and will be considered if found suitable. 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 clearly indicating position in the subject line of the email.

JOB DESCRIPTION - RECRUITMENT: IMI-B ADMINISTRATIVE POSITIONS

1. General Manager (Admissions)

Qualification : Post-Graduate in Management and should have good contacts with the industry.
Experience : 10-15 years of relevant experience
Job responsibilities : Responsible for Admissions of the Institute, which includes:-

- Responsible for managing the admission process for all long-term & short-term programmes of IMI Bhubaneswar
- 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

2. Dy/ Asst General Manager (Finance & Accounts)

Qualification : Qualified Chartered Accountant with MBA in Finance is preferred
Experience : 10-15 years of relevant experience
Job responsibilities : Responsible for Finance and Accounts of the Institute, which includes:-

- Responsible for managing Finance, Accounts, MIS & Commercial functions of the Institute.
- To develop strategies, improve operations, impact business growth and maximize profits through financial / cost management, resource allocation, performance measurement and monitoring, internal controls enhancement and productivity improvements.
- Responsible for preparing financial reports to determine the financial feasibility, projected cash flow/fund flow to monitor the inflow of funds and ensured optimum utilization of available fund in line with corporate goals.
- Long term business planning. New business initiatives. Financial modelling.
- Reviewing & installation of MIS, costing and budgetary controls and internal audit systems.
- Developing Systems, Policies, Manuals to make the finance function more process driven.
- Structuring annual budget and evaluating it on the parameters of risk and return on the investment.
- Overseeing complete Accounting activities including - General Accounting, maintenance of books of accounts, preparation of monthly Trial Balance, audit, accounts finalization – ensuring conformance with accounting principles, statutory requirements and corporate policies.
- Handling entire taxation related matters, legal and statutory framework.
- Product Costing, Pricing, Standard Costing, variance analysis and Cost Audit.
- Review of all contracts for commercial implications and contract management.
- Ensuring adequate risk coverage of institute's assets under competitive premium rates.
- Performing secretarial functions including compliance under the Companies Act, 1956.

- Oversee all payroll functions to ensure that employees are paid in timely and accurate manner.
- Annual Reports, Compliances & Audits.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar

3. Sr. Manager Administration

Qualification : Postgraduate
 Experience : 10- 15 years of relevant experience
 Job responsibilities : Responsible for General 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

4. Senior Manager Corporate Relations (MDP / Placements)

Qualification : Postgraduate
 Experience : 10- 15 years of relevant experience
 Job responsibilities : Responsible for driving MDP / Placements, which includes;

- To have close liaison with Industry/Corporate for generating MDPs/Placements
- 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/Placements
- 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/Placements
- Build IMI Bhubaneswar as a brand
- Or any other Job, as assigned by the Director, IMI Bhubaneswar

5. Manager – IT

Qualification : Post Graduate
 Experience : 8- 10 years of relevant experience preferably in education institute. Should have excellent working knowledge of computer systems, applications, security, network and systems administration, databases and data storage systems and phone systems.
 Job responsibilities : Responsible for Managing IT Infrastructure, which includes;

- Manage end to end IT Infrastructure of the Institute including the design and deployment of new IT systems and services
- Ensure upkeep of computer systems, applications including LMS (OLT), security, network and systems administration, databases and data storage systems, and phone systems of Institute.
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Help define IT infrastructure strategy, architecture, and processes
- Vendor development and management including developing test strategies for new hardware and software.
- Troubleshoot hardware and software issues related to internal IT.
- Or any other Job, as assigned by the Director, IMI Bhubaneswar

6. **Senior Executive/Assistant Manager – General Administration**

Qualification : Postgraduate
 Experience : 5-10 years of relevant experience.
 Job Responsibilities : Responsible for assisting Administration in managing General 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

7. **Senior Executive/Assistant Manager – Civil**

Qualification : Postgraduate with Diploma/Degree in Civil Engineering
 Experience : 5-10 years of relevant experience. Experience in managing estate development projects shall be preferred.
 Job Responsibilities : Responsible for assisting Institute in managing General Administration which includes;

- Facilities management
- Logistics Management
- Vendor & Purchase Management
- Inventory control & Stores Management
- Compliance of all statutory requirements
- Support Services Department
- 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

8. **Senior Executive/Assistant Manager – Finance and Accounts**

Qualification : Postgraduate in Commerce
 Experience : 5-10 years of relevant experience. Working experience in Tally mandatory
 Job Responsibilities : Responsible for assisting Institute in managing General Administration which includes;

- Assist in proper recording keeping of Institute's Income and Expenditure.
- Assist in fee management of the students.
- Assist in Preparing MIS reports, cash flow statements
- Budgeting and monthly reconciliation
- Assist and monitor account related activities like GL, Cash/Bank statements, Sales/Purchase register, Credit/Debit note register
- Preparation of Trial Balance, Profit & Loss A/c, Balance sheet and completing finalization of financial statements with statutory auditors
- Well versed with Tally accounting software environment
- Preparing and handling Income tax (including TDS/TCS, advance tax returns), GST and customs duty related filing and returns
- Preparing replies to tax assessments and co-ordinate with statutory auditors and tax lawyers for defending tax (direct and indirect) litigation
- Documentation of Institute's records including confidential data
- Or any other Job, as assigned by the Director, IMI Bhubaneswar

9. **Digital Media Officer**

Qualification : Postgraduate
 Experience : 1- 3 years of relevant experience
 Job responsibilities : Responsible for driving digital initiatives of the Institute, which includes:

- Design digital media campaigns aligned with business goals
- Familiarity with web design and content management systems
- Coordinate the creation of digital content
- Establish our web presence to boost brand awareness
- Create and post engaging and innovative content across all social media channels, including Facebook, Instagram, Twitter and LinkedIn.
- Produce innovative, creative and engaging videos, photography and infographics.
- knowledge of Photoshop, Final Cut Pro, Premiere Pro, Audacity or other media editing software
- Strong verbal and written communication skills

10. **Programme Officer / Secretary**

Qualification : Postgraduate
 Experience : 5-7 years of relevant experience.
 Job Responsibilities : Responsible for managing various activities of the Institute, which includes:

- 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

11. Executive Assistant

Qualification : Postgraduate

Experience : 5-7 years of relevant experience.

Job Responsibilities : Responsible for supporting Senior Management in day to day functioning

- With a primary responsibility of supporting the Vertical Head/Chairperson/Director, provide support to the executive team as directed to ensure that institute goals and objectives are accomplished, and operations run efficiently
- Maintain and refine internal processes, coordinating internal and external resources to expedite workflow
- Manage communication between senior management and employees, liaising with internal and external executives on various projects and tasks
- Organise various meetings/conferences/workshops/events and record MoMs.
- Plan and orchestrate work to ensure the senior executive's priorities are met, organizational goals are achieved, and best practices are upheld
- Manage professional and personal scheduling for Vertical Head/Chairperson/Director, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
- Manage, coordinate, and arrange senior officials travel and travel-related activities, including hotel booking, transportation, and meal coordination
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contact database
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Organize team communications and plan events, both internally and offsite
- Documentation of Institute's records including confidential record
- 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 follow a job rotation policy for overall development of the Employee