

ADMINISTRATIVE POSITIONS

IMI Bhubaneswar invites applications for the following administrative positions:

- Sr. Manager Administration
- General Manager (Admission)
- Manager - Corporate Relations (MDP / Placements)
- Manager - IMI Incubation Foundation
- Programme Officer/Secretary
- Digital Media Officer
- Manager - Digital Initiative

- ❖ 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. Sr. Manager Administration

Qualification : Postgraduate
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. Manager Corporate Relations (MDP / Placements)

Qualification : Postgraduate
Experience : 8- 10 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

4. Manager - IMI Incubation Foundation

Qualification : Graduate / Postgraduate (Science/ Engineering)
Experience : 5-10 years of relevant experience.
Job Responsibilities : Responsible for driving IMI Incubation Foundation which includes;

- To have close liaison with Government (Center and state)/Industry bodies/Corporate/Investor Groups etc. for generating funds for Incubation Foundation
- To work in consultation with Chairperson - IMI Incubation Foundation for developing ecosystem for students and start-ups on campus. Conduct events like boot camp, business plan, EDPs, EACs etc.
- To Coordinate and execute projects related to skill development and entrepreneurship.
- To organize Conferences/workshops/Seminars/Round Tables
- To be a self-driven individual, who can be in the Market to develop and generate leads for start-ups
- Build IMI Incubation Foundation Bhubaneswar as a brand
- Or any other Job, as assigned by the Director, IMI Bhubaneswar. Provide end to end assistance to Vertical Head/Chairperson/Director

5. Programme Officer / Secretary

Qualification : Postgraduate
Experience : 5-7 years of relevant experience.
Job Responsibilities :

- 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

6. Digital Media Officer

Qualification	:	Graduate
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

7. Manager - Digital Initiative

Qualification	:	Post-Graduate
Experience	:	3-5 years of relevant experience
Job responsibilities	:	Responsible for driving digital initiatives of the Institute, which includes:

- Build, plan and implement the overall digital marketing strategy
- Planning and monitoring the ongoing institute presence on social media platforms (Facebook, Twitter, Instagram, LinkedIn etc.)
- Launch optimized online adverts through Google Ads, Facebook Advt. etc. to increase brand awareness
- Be actively involved in SEO (On Page and Off Page) efforts (keyword, image optimization, backlinks etc.)
- Prepare online promotional emails and organize their distribution through various channels
- Provide creative ideas for content marketing and update website
- Measure performance of digital marketing efforts using a variety of Web analytics tools (Google Analytics, Web Master etc.)

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