Executive - Data & Systems

About the Role:
- The role of Data & Systems Executive involves supporting institutional data processes through timely collection, validation, and reporting of data across departments.
- Ensures accurate data flow into campus-level dashboards and reports by adhering to defined formats and protocols.
- Collaborates with cross-functional teams to address operational data needs and highlights discrepancies for proactive resolution.

Key Responsibilities:
- Collect and maintain accurate data from all departments on a regular schedule
- Ensure timely updates to campus-level dashboards and MIS reports
- Follow defined formats and protocols for data entry, cleaning, and validation
- Coordinate with academic, admissions, placement, research, and other teams for departmental data needs
- Assist in implementation of tools and systems for smoother data management
- Flag inconsistencies, gaps, or anomalies in data to the management
- Provide operational support during audits, ranking cycles, and accreditation visits

Eligibility:
- Bachelor's degree in computer science, Information Systems, Statistics, or a related field
- Minimum 3 years of experience in data management, MIS reporting, or academic administration
- Proficiency in Excel, Google Sheets, and basic knowledge of dashboard/ERP tools
- Strong attention to detail, data handling skills, and ability to coordinate with multiple departments

Key Performance Indicators (KPIs):
- Timely and accurate data collection across departments
- Frequency and consistency of MIS/dashboard updates
- Adherence to defined data entry and cleaning protocols
- Responsiveness to academic and administrative data requests
- Timely flagging and escalation of data anomalies

Salary: We offer competitive salary that reflects current industry standards and candidate's experience.

Apply: Mail your CV at career@imibh.edu.in mentioning the post applied for in the subject line. The last date for application is 15th June 2025