IIIT Hyderabad Invites Applications for the Position of
Administrative Assistant -01 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering BTech, MS by Research, Dual Degree (BTech + MS), M Tech, and Ph.D. programs.

The Institute invites applications to strengthen its Administration Team

Overall Responsibility:
Responsible for providing good administrative support toward effective functioning.

Education & Experience:
• Bachelor’s degree in any discipline from a well-reputed institute with a flair for technology.
• 3-4 years of relevant experience in the Administration Field.

Job Responsibilities:
• Recording students’ attendance / Placement registrations and other activities.
• Collate data and prepare reports for audits & Maintain database and records.
• Internal coordination with other offices.
• To provide full-length support to the Head of the office
• To perform all the administrative related tasks.

Skills:
• Ability to work with Students, Faculty, and Staff with ease.
• Excellent written and verbal communication skills.
• Proficiency in MS Office.
• Planning and organizational skills with the ability to multi-task

Type of Role: 01 regular position with a 3-year contract and may be renewed based on performance and Institute’s needs.

Pay: Commensurate with experience as per Institute’s pay scale.

Apply with your detailed resume & Position Name in Subject Line to recruitment@iiit.ac.in