IIIT Hyderabad Invites Applications for the Position of Office Assistant - 11 Positions

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

The Institute invites applications for strengthening its various functions – Academics, Research Centres, R & D, Statistics, Hostel, GAD, and Student’s Life Office

**Overall Responsibility**
Responsible for providing administrative assistance to different functions – Academics, Research Centres, R & D, Statistics, Hostel, GAD, and Student’s Life office.

**Job Responsibilities**
- Take care of administrative responsibilities for effective office functioning.
- Coordinate meetings and prepare action plans.
- Data collation and data entry.
- Maintain files to keep track of important documents.
- Organize travel arrangements.
- Respond to day-to-day correspondence over e-mails.

**Skills & Experience**
- Bachelor’s degree in any discipline from a well-reputed institute
- 1-2 years of administrative experience in an engineering college
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Good organizing and planning skills
- Good verbal and written English language skills
- Ability to work across functions and levels

**Type of Role:** Consolidated position with a 1-year contract initially, which 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