IIIT Hyderabad Invites Applications for the Position of Office Assistant - 06 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 Centers, R &D, Student's Life Office, Hostel, and others.

Overall Responsibility

Responsible for providing administrative assistance to different functions under the guidance of the respective office teams and team leads.

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.

Essential Qualification:

- Bachelor's degree in any discipline from a well-reputed institute
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Ability to work across functions and levels.

Desirable Skills:

- 1-2 years of administrative experience in an engineering college
- Good organizing and planning skills
- Good verbal and written English language skills.

Type of Role: Consolidated position with a 1-year contract initially, which may be renewed based on performance and the Institute’s needs.

Pay: Consolidated salary starts from Rs. 22,000/-pm and will be offered based on experience or as per the Institute’s norms.

Apply with your detailed resume and position Name in the Subject Line to recruitment@iiit.ac.in