Job Description

Job Title: Project Coordinator (Center of Excellence)  
Job Location: Patiala

Position Reports To: Head of the Project (COE)

Main Purpose
In order to ensure the smooth efficient, running of the Center of Excellence (COE) require an energetic, detail-oriented, and adept at interpersonal interactions Should possess a high degree of professionalism, courteous and confidential.

<table>
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<tr>
<th>Qualification</th>
<th>B.Sc, M.Sc, MBA/MCA</th>
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<tr>
<td>Experience</td>
<td>1-4 years of relevant experience</td>
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<td>Key Skills</td>
<td>Office &amp; computer skills (Excel, Word); Planning &amp; Organizing, Communication – written &amp; verbal, Networking skills, Managing databases, Analytical skills, Commercial &amp; Accounting skills</td>
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Specific Accountability & Job Responsibility
- Service skills – Given that Centre of Excellence will be required to Liaison with foreigners, scientists and top officials on a regular basis, it’s crucial that they have excellent service skills.
- Responsible to schedule meetings, arrange bookings (travel, accommodation conference calls and modify schedules.
- Should handle large amounts of documents and information on a daily basis and the documents remain highly organized & update at all time.
- Should handle or create financial documents, from budget sheets to expense reports. Thus, they must possess at least a basic knowledge of financial documentation and principals.
- Should have knowledge of Standard office equipment’s. Recent versions of Microsoft Office software Standard telecommunications equipment – Due to the communicative and collaborative nature of work, able to operate standard telecommunications equipment, including telephones, intercoms and email, skype, Zoom etc.
- Responsible for initiating & following up on with Finance department for payments.
- Drafts correspondence, prepare and take and record minutes of meetings
- Coordinate with delegates for Institutional visits and inspections.
- Prepare and present to the HOD monthly MIS on various parameters that determine administrative performance of the department.
- Supports the department by performing all other duties as assigned by the department head.

Compensation:
Compensation will not be a constraining factor and will be the best in the sector.
Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **28th Jan 2021**.