

## 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.

<b>Qualification</b>	B.Sc, M.Sc, MBA/MCA
<b>Experience</b>	1-4 years of relevant experience
<b>Key Skills</b>	Office & computer skills (Excel, Word); Planning & Organizing, Communication – written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills

### 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 **28<sup>th</sup> Jan 2021**.