

Job Description

Job Title : Associate –CMS
Position Reports To : Head of Department

Job Location : Patiala

Main Purpose

The main purpose of this position is responsible for all secretarial responsibilities of the HOD. - Handling routine correspondence, scheduling / coordination of meetings, seminar, making appointments, preparing minutes of the meetings, etc. Maintenance of files.

Qualification	MBA/MCA/BE/B.Tech/ Any Graduate
Degree Field(s)	Business or Computing related field
Key Skills	Office and computer skills (Excel, Word, Powerpoint); Planning & Organizing, Communication – Both written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills.

Specific Accountability & Job Responsibility

- Assist HOD by providing information, locating desired information & materials, typing, collating, or otherwise assisting in correspondence & other material & preparing reports.
- Supports the departmental coordinators in coordination and collating data.
- Responsible for initiating & following up on the procurement process – from indent to payments to final receipt.
- Drafts correspondence, prepare presentations and take and record minutes of meetings and prepare reports.
- Coordinate with delegates for Institutional visits and inspections.
- Supports the department by performing all other duties as assigned by the department head.
- Preparing daily calendar.
- Organizing internal and external meetings, events and teleconferences.
- Be the point of contact between the employees/clients and manage information flow
- Manage and arrange their daily schedule (set up meetings, travel, speaking engagements)
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication memos, emails, presentations, reports
- Devise and maintain office filing system

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 **30th Sept 21**.