

Job Description

Job Title : Associate –Office of Dean Sustainability

Job Location : Patiala

Position Reports To : Head of Department

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	Graduate/Postgraduate, extensive experience in office and of Sustainability Activities
Experience	2-5 years of experience

Specific Accountability & Job Responsibility

- Besides office works, very efficient in planning, and managing on-field sustainability related activities/works
- Willing to work before and/or beyond office hours
- Effective interpersonal skills, including influencing and networking
- Ability to respond and coordinate with academic and non-academic heads
- Excellent communication skills; both written and verbal (English, Punjabi, Hindi)
- Excellent in MS Office (Word, Excel, PPT), Emails and other correspondence handling
- Persuasiveness and assertiveness
- Ability to work in teams

Desirable:

In the CVs, candidates must write in about 100 words (CVs not containing these details will not be considered)

- (i) How they will make office more effective and Efficient
- (ii) And their experience in sustainability-related activities and their plan to promote it extensively.

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 **25th Dec 2024**
