Job Description

Job Title: Associate – CMS  
Job Location: Patiala

Position Reports To: Head of Department

Main Purpose
The main purpose of this position is to be 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.

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<tr>
<th>Qualification</th>
<th>MBA/MCA/BE/B.Tech/ Any Graduate</th>
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<tbody>
<tr>
<td>Degree Field(s)</td>
<td>Business or Computing related field</td>
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<td>Key Skills</td>
<td>Office and computer skills (Excel, Word, Powerpoint); Planning &amp; Organizing, Communication – Both written &amp; verbal, Networking skills, Managing databases, Analytical skills, Commercial &amp; Accounting skills.</td>
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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 11th Jan 2022