



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Clerical Assistant (Alumni Office)

Indian Institute of Management Ahmedabad (IIMA) is one of the premier educational institutes of the world providing Post Graduate Programmes in Management. IIMA is in need of energetic, young and enthusiastic Clerical Assistant who can provide assistance to the Alumni Office in the day to day administrative work.

Job Description:

- Verification and approving online application form
- Coordination with vendor related to printing of ID Card
- Sending bulk mail through mail-merge to alumni for confirming their address before dispatching the ID Card
- Corresponding with alumni related to the update of their profiles
- Helping the Editorial Associate for registering the title "THE WIMWIAN"
- Updation of Chapter Coordinators' list
- Coordination with Stores Department, Communications office, transport section, housekeeping office, related to Young Alumni Achievers Award Function.
- Booking rooms for Alumni and other infrastructure for the reunion.
- Correspondence with in-company participants related to Alumni Membership
- Providing assistance to the Web administrator in sending bulk mail

Qualification, Experience & Skill Requirements:

- The candidate should be a Graduate in any discipline from any recognized university
- The candidate should have **minimum four years** of relevant experience.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the department's requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer-related tasks is essential.
- The candidate should have information gathering skills, understanding of basic office administrative processes, technology literacy, particularly internet and social media is necessary.
- The candidate should have excellent common sense, communication skill and positive aptitude.

Age: Max. 30 years as on the last date of application. Government of India instructions on reservation will be followed. Women candidates are eligible for 5 years of age relaxation.

Salary & Allowances:

- Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE** latest by **January 15, 2020**.

[Click here to Apply](#)