



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Clerical Assistant, Secretarial

Job description:

Secretarial

- Organize and prepare agenda and papers for Finance Committee meeting, Audit meeting, Investment meeting, PF Committee meeting and any other meeting, from time to time.
- Take minutes, draft the resolutions and lodge forms and annual returns as necessary.
- Follow up with concerned on action from meetings.

Accounting and Finance

- Above work is not of daily nature. Therefore, on routine basis, relevant accounting and finance work will be assigned for performance.

Support to CFO

- Provide support to CFO in his activities, which includes planning, outreach, management, administration and response to requests.
- Coordinate CFO's interaction with functionaries, faculty and individuals.
- Oversee and update policies, and refer to appropriate authority for approval.
- Deal with correspondence, collate information, write reports and inform decisions to relevant stakeholders.
- Compile letters, drafts and notes as per CFO advice.
- Keep records updated on internal and external correspondence.

Qualification, Experience & Skill Requirements:

- Commerce graduate from any recognized University.
- Five years of relevant experience.
- Proficient in MS-Office.
- Additional qualification (such as MBA or Company Secretary preferred)

Key skills required

- Untiring attitude, dedication and ability to work long hours
- Self-starter and entrepreneurial approach to responsibilities
- Multi-tasking abilities.
- Good verbal and written communication skills

Age: Maximum 30 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

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**.

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