



**Office Manager for a project with Department of Consumer Affairs, GOI
Indian Institute of Management Kashipur**

IIM Kashipur intends to engage an **Office Manager for a period of one year (review at the end of three months based on performance) for a project with Department of Consumer Affairs** on the following terms and conditions:

Job responsibilities: He is expected to have expertise on the following aspects:

1. Organize and manage the office, including upkeep, cleanliness, stationery, communication systems, equipment (ensure proper procurement/ use of office equipment and address any malfunctions), supporting visitors, managing support staff and undertaking related activities,
2. Manage office budget/ accounts and expenditure, including accurate and timely reporting and payment of bills, schedule meetings and appointments, keep record of the reporting time and time of leaving the office of project staff,
3. Plan off-site and in-office activities, like meetings, workshops and conferences, scan documents and print files, and take up other related activities,
4. Other operational and office management tasks, and any other activity, as may be assigned by Project Leader/ Manager.

The Office Manager would be reporting to Project Manager/ Project Leader. He/ she would be expected to work sincerely and diligently, keep information confidential, have good comprehension and communication skills, be able to follow & execute instructions from Project Leader/ Manager with little or no follow up, and generally be pro-active in providing effective support for Project Management.

Minimum qualifications: Graduate from a reputed institute. Has a good computer working knowledge

Remuneration: Research Associate will be given a stipend of Rs. 15000/- per month.

Duration: Appointments will be made purely on contract basis for a period of one year (review at the end of three months based on performance)

Selection process: Shortlisted candidates will be interviewed in Delhi.

Project Office is located in Noida.

Interested apply online by mailing their CV with the Subject: “Application for Office Manager” to the following email id: caproject@iimkashipur.ac.in

Last date of application: 30th April 2018.