



भारतीय प्रबंध संस्थान बेंगलूर INDIAN INSTITUTE OF MANAGEMENT BANGALORE

Indian Institute of Management Bangalore invites applications for the position of **Programme Administrator**. It is a full-time contractual position.

Job Description

At EEP, we deliver close to 175 Programmes to working executives from organizations in India and abroad. The Programme Administrator's role is a very important role. His / her prime responsibility is the smooth running of the programme.

Responsibilities

- Help with all aspects of Programme delivery
- Should be able to interface with the Programme Directors, teaching faculty and the participants for the delivery of the programme.
- Is responsible for compiling the pre-readings and the programme folder.
- Must take care of the travel arrangements for the external faculty
- Must communicate the programme logistics to the participants.
- Ensure that the feedback is collected from all the participants.
- Help the teaching faculty to procure any teaching aids.
- Make available the certificates for distribution.
- Compile the presentations and readings onto a CD for distribution to the participants.
- Ensure that the programme expenses are tracked and bills are presented to Finance for approval.
- Follow-up with Finance for bills settlement

Candidate Requirements

- Applicant should at the minimum be a graduate. An MBA is preferred.
- Should possess a minimum of 2-years' experience preferably in a customer facing role
- Computer literate and experience in database navigation and should be very comfortable with MS –Office applications (Word, Excel & Power point)
- Applicant Should have fluency in English, Hindi & Kannada and good correspondence skills
- Excellent communication skills and strong telephone manner
- Good attention to detail
- Knowledge of the Executive Education or Training industry an advantage
- Confident and self-motivated
- Friendly personality and team player
- Age not to exceed 35 years as on 2013

To apply, send a cover letter, CV and samples of work, with the names and contact details of three references, to hr@iimb.ernet.in or by post to Chief Human Resources Officer, Indian Institute of Management Bangalore, Bannerghatta Road, Bangalore – 560076. Contact: +91-80-26993279.

The closing date for applications is 25 September 2013.